

Article IX.A.2.i. Documentation of Classified Employee Performance

A. Statement of Policy

Documentation of an employee's job performance is helpful in maintaining satisfactory levels of work and achievement, and in providing opportunities for planning and communication between the employee and the immediate supervisor.

B. Evaluation Process

Annual performance evaluations shall be conducted for each classified contract employee by the employee's administrator in cooperation with the immediate supervisor. The district retains full discretion regarding the evaluation process and criteria, which shall be consistent with applicable state and federal law and uniformly applied.

Each employee shall have an opportunity to review, sign, and retain a copy of the employee's evaluation. All performance documentation reports shall be submitted to the Human Resources Office for placement in the employee's personnel file. Before submission of any performance documentation, the employee shall have an opportunity to review, sign, and retain a copy. The employee's signature indicates only that the employee has read the material and is aware of the contents, not that the employee necessarily agrees with the content.

C. Opportunity to Respond

If the employee feels that any performance documentation submitted by the administrator is incomplete, inaccurate, or unfair, the employee shall have the right to submit his/her own written statement providing a rebuttal or explanation of the evaluation to the Human Resources Office within ten days, which shall also be placed in the employee's file. The employee shall provide a copy of his/her statement to the administrator and immediate supervisor.