

Personnel — Classified

Evaluation

All regular classified employees shall be evaluated by their supervisor or department head in accordance with the following schedule:

1. Probationary employees: At the end of three months and five months of service. (Use Evaluation Report Form EB 4215 for third month; Evaluation Report Form EC 4215 for fifth month.)
2. Permanent employees: At least once a year, in the spring. (Use Evaluation Report Form EA 4215.)
3. Unless a significant change in performance occurs between the fifth month evaluation and June 1, an annual evaluation will not be necessary for first-year employees.

The supervisor shall prepare the Evaluation Report and discuss each entry with the employee. Where “below work standards” is checked, specific recommendations for improvement shall be made.

The Evaluation Report shall be signed by the employee and the evaluating supervisor. A copy shall be given to the employee. The Evaluation Report shall be forwarded to the Superintendent and filed in the employee’s personnel file.

Probationary Employees

For probationary employees, the supervisor or department head shall certify that three-month and five-month conference have been held. If the probationary period is extended beyond six months, by decision of the Superintendent, a third evaluation and conference shall be held prior to the end of the extended period. (Use Evaluation Report Form EC 4215.)

Unsatisfactory performance at the end of the probationary period shall result in a recommendation for dismissal.

Legal Reference:

Education Code

45125 Use of personal identification cards to ascertain conviction of crime

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

Penal Code

11075-11081 Criminal record dissemination

11105 State criminal history information; furnishing to authorized persons

11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence;

availability to employer for applicants for positions with supervisory or disciplinary power over minors

11142 Authorized person furnishing record or information to unauthorized person; misdemeanor

13300 Local criminal history information; furnishing to authorized persons

13303 Furnishing to unauthorized person by authorized person