

All classified employees shall receive formal evaluations at least three times during the probationary period, and yearly thereafter by June 30. More frequent evaluations may be requested by the employee or his supervisor.

Probationary employees shall receive formal evaluation by their supervisors at the completion of the third, sixth and ninth months of service. If the evaluation of the employee is satisfactory at the conclusion of the twelfth month of service, the probationary employee shall be considered as a permanent employee.

In the case of an unsatisfactory evaluation report, the employee will be given the opportunity to submit a statement to be attached to his evaluation report. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made.

If an employee receives an unsatisfactory evaluation and is allowed to continue in employment, that employee shall be reevaluated within 90 days.

All evaluations completed by supervisors and signed by the employee will be forwarded immediately to the District Office for review. If an unsatisfactory evaluation is given, the employee and his immediate supervisor may be called in for a conference.

The evaluation will be placed in the personnel file of the employee. All evaluations are to be discussed with and signed by the employee.

The personnel file of each employee shall be maintained at the District's Central Administrative Office.