

Porterville Unified School District
CLASSIFIED EMPLOYEE
PERFORMANCE EVALUATION

Employee Name: Employee ID# Evaluation Date:

Job Classification: Work Site/Department:

Date of Hire: Employment Status:

Place a check mark in the appropriate column: "A" Meets Standards or "B" Requires Improvement or "C" Unsatisfactory
Provide commendations and recommendations in Section D. *Ratings of "B" Requires Improvement or "C" Unsatisfactory must be accompanied with comments in Section E.

A	B	C	N/A	
				1. Observance of work hours/punctuality
				2. Attendance and Absence Reporting
				3. Grooming and Dress
				4. Adherence to Rules, Regulations, Policies
				5. Safety/Sanitation Practices
				6. Public, Employee, Student Relations/Contacts
				7. Knowledge of Work
				8. Planning and Organizing
				9. Job Skill Level
				10. Accuracy of Work
				11. Volume of Acceptable Work
				12. Meeting Deadlines
				13. Accepts Responsibilities
				14. Accepts Direction
				15. Accepts Change
				16. Effectiveness Under Stress
				17. Appearance of Work Station(s)
				18. Operation and Care of Equipment
				19. Work Coordination
				20. Initiative
				21. Communication

Section D – Areas of Strength
Areas where employee exceeds expectations:

*Section E – Directives for Improvement
Specific deficiencies or behaviors requiring improvement prior to next evaluation:

*EVALUATION SUMMARY: Meets Standards Requires Improvement Unsatisfactory
**Three or more ratings of "C" results in an overall Unsatisfactory Rating*

Evaluators Name and Position Signature Date

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may attach a written response to my evaluation.

Employee's Signature Date

****Two consecutive "Unsatisfactory" evaluations requires the issuance of an Employee Assistance Plan****

ARTICLE XXVIII – EVALUATIONS

- 28.1 Timelines for Evaluation: Permanent employees shall be evaluated no less than once every other fiscal year. Probationary employees shall be evaluated not less than once during their period of probation. When an employee is transferred, promoted, and/or reclassified, no less than one evaluation shall be completed within twelve months of the status change.
- 28.2 Evaluation Process: Evaluation insofar as possible shall be based upon the direct observation or “verified” knowledge of the evaluator.
- 28.2.1 Any negative evaluation shall include specific recommendation for improvements and provisions for assisting the employee in implementing any recommendations made.
- 28.2.2 An integral part of the evaluation process shall be a conference between the evaluator and employee for the purpose of clarification and review of the summary evaluation. The conference shall be scheduled during normal assigned work hours. Rest periods shall not be interrupted to accommodate the review. The summary evaluation form shall be signed by the evaluator and the employee and shall be filed in the employee's personnel file with a signed copy to be retained by the employee.
- 28.2.3 The employee's signature does not necessarily mean agreement, but only signifies that the employee has read the evaluation and has been advised of the opportunity to attach a written response which shall be placed with the evaluation in the District Office personnel file. The evaluation shall be placed in the personnel file ten (10) days after being shown to the employee, and the employee shall have the right to prepare a written response at any time to be attached to the evaluation.
- 28.2.4 Any employee who is unable to attend the conference with the evaluator or sign their evaluation because they are on a leave that extends through the end of their scheduled work year, shall meet and sign the evaluation upon their return from leave. This evaluation will be recorded and counted as having been completed for the year where the employee took their leave, even if the meeting and signature occurs in the subsequent year.
- 28.2.5 Subject and content of evaluation is not subject to grievance, but the procedure of evaluation is. Classified employees are not required to evaluate other classified employees. Some classified employees (lead/head positions) may collect information and provide input for evaluation by a variety of means including inspections, written and verbal reports, and other forms of documentation, but they are not responsible for the actual evaluation conducted by management.
- 28.2.5.1 Inspections performed by employees in lead/head positions do not require the signature of the employee.
- 28.3 Performance Improvement Plan and Salary Adjustments Following Unsatisfactory Evaluations: Any employee with two (2) “Unsatisfactory” evaluations shall be placed on a ninety (90) work day performance improvement plan that identifies specific deficiencies or behaviors requiring improvement. Within ten (10) work days following the ninety (90) day work day improvement period, a meeting will be held with the employee to review performance. The employee will be exited from the improvement process if sufficient progress has been demonstrated, however, if performance has not been demonstrated, however, if performance has not improved sufficiently, the employee shall remain on the improvement plan and shall be formally evaluated again the subsequent school year.
- Should an employee receive an “Unsatisfactory” evaluation in the subsequent school year, the employee shall not be eligible for annual salary schedule increases effective July 1 of the following school year, until a “Requires Improvement” or “Meets Standard” evaluation has been attained. An unsatisfactory evaluation for the purpose of this section shall mean the employee has received at least (3) “C” Unsatisfactory ratings. Excluded from this language are “Unsatisfactory” evaluations based on excessive absences due to medical reasons.
- Upon receiving a “Requires Improvement” or “Meets Standard” evaluation, the employee will again become eligible to receive any subsequent annual salary schedule increases. Such advancement will occur with the next pay period in which the “Requires Improvement: or “Meets Standard” evaluation occurs.