

**ARTICLE 25**  
**EVALUATION**

- 25.1** Unit members covered by this agreement shall be evaluated by an administrator designated by the Superintendent. The designated evaluator shall be the individual who signs the evaluation. Unit members who work at more than one site will be evaluated by the designated administrator on the document titled “Home Base”.
- 25.2** Probationary unit members shall be formally evaluated at least twice during the probationary period of six (6) months of service. The first evaluation shall be not later than the end of the third (3rd) month and the second not later than the end of the fifth (5th) month of employment.
- 25.3** Permanent unit members shall be formally evaluated including the final meeting between the unit member and the supervisor every other year no later than May 1<sup>st</sup>. The meeting to review the evaluation shall occur during or contiguous to the evaluatee’s work shift. If the meeting occurs outside the evaluatee’s regular work schedule, the evaluatee shall be paid for that time.

This rotation will commence according to the following schedule:

A - J	Odd Years
K - Z	Even Years

Year means school year; example of odd year is 2006-2007.

If the unit member changes job classification, he/she shall be evaluated between six (6) and nine (9) months from the commencement of the new classification. In the event of an unsatisfactory evaluation, the unit member reserves the right to return to the position or equivalent position in which the unit member had previously served, without loss of seniority.

- 25.4** Both scheduled and unscheduled observations of unit members’ work may be part of the evaluation process.
- 25.5** The signature of the person being evaluated does not indicate that he/she agrees with the evaluation, but that he/she has been presented with a copy, had adequate time to review the written evaluation, and that a conference was held. The original of the evaluation is to be retained by the District and shall be kept in the unit member’s file in the District office.
- 25.6** Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the unit member in implementing any recommendations made.

- 25.7** The unit member shall see and may make written comments to attach to the evaluation or any material of any derogatory nature.
- 25.8** The unit member shall have the right to have any recommendations, commendation or positive material included in their personnel file.
- 25.9** A copy of all evaluation statements, positive or negative, shall be given to and discussed with the unit member before filing in his/her personnel file.
- 25.10** CSEA shall have the right to review unit members' personnel files when accompanied by the unit member or upon presentation of a written authorization signed by the unit member.
- 25.11** The evaluation form shall be as attached.