

ARTICLE 6

PROCEDURES FOR EVALUATION

A. Purpose of Evaluation:

The purpose of Evaluation is to provide the unit member with timely feedback concerning his/her job performance. The evaluation process is a formal means by which a supervisor can acknowledge the contributing value of each unit member. Evaluations should include unit member strengths, areas of growth, and when applicable, skill areas needing improvement. The purpose of evaluation is to assist each unit member in obtaining their full potential within their job classification.

B Evaluation procedures for unit members covered by this Agreement shall be as follows:

1. The evaluation shall be conducted and prepared by the designated county office supervisor assigned to the appropriate program or department.

2. Probationary Unit Members:

Probationary unit members shall receive at least two (2) formal evaluations at the end of the third (3) and fifth (5) months during the first six (6) months or one hundred thirty (130) days of paid service, whichever is greater, of probationary employment.

3. The evaluation forms described herein (Appendix A) shall be signed by the supervisor assigned to conduct the evaluation.

4. No evaluation of any unit member shall be placed in any personnel file without an opportunity for discussion between the unit member and the supervisor. Evaluations shall only be based upon the direct observation of the supervisor. Any evaluation findings of "Needs improvement" and/or "Does not meet standards" shall include specific recommendations for improvements and provisions for assisting the unit member in implementing any recommendations made.

5. The unit member shall receive a written copy of the performance evaluation form(s) described herein at a personal conference conducted

by the evaluator, and proof of the transmission of the evaluation to the unit member shall be established by the evaluator through the unit member's signature; a unit member's signature does not constitute agreement with the evaluation. The unit member does have the right to attach a written response to the performance evaluation. Any unit member responding to an evaluation will have reasonable time from their duties to prepare a response to their evaluation, on a mutually agreeable day and time reached between the unit member and their supervisor.

C. Permanent Employees:

1. Regular permanent unit members shall receive at least one (1) formal written performance evaluation on Superintendent approved forms every other year. This shall not preclude the supervisor from providing additional evaluations for the purpose of feedback and requiring annual goals and objectives.
2. The evaluation forms described herein shall be completed and signed by the supervisor assigned to conduct the evaluation.
3. No evaluation of any unit member shall be placed in any personnel file without an opportunity for discussion between the unit member and the supervisor. Evaluations shall only be based upon the direct observation of the evaluator. Any evaluation findings of "Needs improvement" and/or "Does not meet standards" shall include specific recommendations for improvements and provisions for assisting the unit member in implementing any recommendations made.
4. The unit member shall receive a written copy of the performance evaluation described herein at a personal conference conducted by the evaluator, and proof of the conference with the unit member shall be established by the evaluator through the unit member's signature; a unit members signature does not constitute agreement with the evaluation. The unit member shall have the right to attach a written response to the performance evaluation at any time. Any unit member responding to an evaluation will have reasonable time from their duties to prepare a

response to their evaluation, on a mutually agreeable day and time reached between the unit member and their supervisor.

5. Review Procedure:

Content of evaluations shall not be subject to the grievance process; but any procedural violations of this Article shall be subject to grievance process.

6. Evaluations can be used as part of a disciplinary action against a unit member. The disciplinary action recommended shall be subject to disciplinary action processes.