

PERFORMANCE APPRAISAL

DN
(REGULATION)

GENERAL
RESPONSIBILITIES

SUPERVISORS

Supervisors are responsible for the proper submission of evaluation reports for the personnel under their supervision as indicated in the District organizational chart. ~~All evaluation reports are to be prepared in triplicate. The original shall be filed in the individual's permanent personnel file; one copy is to be retained in a confidential file by the evaluator; and the remaining~~ **A** copy is to be given to the employee being evaluated. **AND A DIGITAL COPY SHALL BE SUBMITTED TO HUMAN RESOURCES.**

EMPLOYEES

Employees shall have the right to respond in writing to the evaluation report and to any written communication submitted to Human Resources within ten working days after receiving the report or other written communication. Under extenuating circumstances, 15 days may be allowed. This response shall be attached to the evaluation report or the written communication filed in the individual's permanent personnel file. A copy of the employee response shall be forwarded to the immediate supervisor who prepared and signed the evaluation report or written communication.

TRACKING
PROCEDURES
REGARDING
EMPLOYEE
APPRAISAL

All administrators/supervisors who are responsible for appraisal of personnel shall receive a memorandum from Human Resources establishing the importance of timely completion of employee appraisals. The memorandum shall be distributed by April 1 and shall include a list of appraisal instruments and specific deadlines. ~~Each administrator/supervisor shall sign and date an acknowledgement of the memorandum and return it to Human Resources by May 1.~~

Human Resources shall track incoming appraisal forms, ensuring that an appraisal summary documenting performance is placed in each employee's personnel file. Should any appraisal summaries be missing by the deadline established, Human Resources shall send a memo to the appraiser and his or her supervisor.

CLERICAL /
PARAPROFESSIONAL
PERSONNEL
EVALUATION

The clerical/paraprofessional personnel evaluation procedures are as follows:

1. The immediate supervisor of clerical/paraprofessional personnel shall submit an evaluation report on the approved District form each year by the end of the last full week in May.
2. The clerical/paraprofessional employee or the immediate supervisor may request that an evaluation report be submitted more frequently.
3. An employee may request, and shall be granted, a conference with the immediate supervisor responsible for the preparation of his or her evaluation to discuss the contents of the written evaluation.

FOOD SERVICE
PERSONNEL
EVALUATION

The food service personnel evaluation procedures are as follows:

1. The director for ~~Food~~ **FOOD AND NUTRITION SERVICES**, after consultation with the principal and the assigned supervisor, shall submit an evaluation for supervisors and cafeteria managers on the approved District form by the end of the first full week in May.
2. Cafeteria managers, after consulting with the food **AND NUTRITION** service ~~S~~ supervisors, shall submit an evaluation on the approved District form for all assistant managers and other food service personnel by the end of the first full week in May.
3. The assistant manager, other food service personnel, manager, area food service supervisor, or the director for ~~Food~~ **FOOD AND NUTRITION** Services, may request that an evaluation report be submitted more frequently.
4. An employee may request, and shall be granted, a conference with the immediate supervisor responsible for the preparation of his or her evaluation to discuss the contents of the written evaluation.

MAINTENANCE /
CUSTODIAL /
TRANSPORTATION
PERSONNEL
EVALUATION

Maintenance/custodial/transportation personnel evaluation procedures are as follows:

1. The principal, after consultation with the director for custodial operations, shall submit an evaluation report on the approved District form for the head custodian of each school by the end of the first full week in May.
2. The principal, after consulting with the head custodian and the area custodial inspector, shall submit an evaluation on the approved District form for all custodians assigned to his or her campus by the end of the first full week in May.
3. The appropriate director in maintenance, buildings and grounds, or transportation, or the immediate supervisor of any maintenance, custodial, or transportation employee shall submit an evaluation report on the approved District form by the end of the first full week in May.
4. The maintenance, custodial, or transportation employee; the head custodian; the custodial inspector; the immediate supervisor of the employee; the appropriate director in custodial operations, maintenance, buildings and grounds, or transportation; or the principal may request that an evaluation report be submitted more frequently.

5. An employee may request, and shall be granted, a conference with the immediate supervisor responsible for the preparation of his or her evaluation to discuss the contents of the written evaluation.

SUBSTITUTE
EVALUATION

Whenever the services of a substitute are deemed to be unsatisfactory, an evaluation report shall be submitted on the approved District form by the principal or the assigned supervisor who deemed the services unsatisfactory.

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