

ARTICLE 19

EVALUATION

- 19.1 Employees shall be subject to periodic performance evaluations. Performance evaluations shall address work performance throughout the specified rating periods. Evaluations may include input from the employee and the employee's bargaining unit supervisor where appropriate.
- 19.2 Performance evaluations shall be in writing and shall be placed in the employee's personnel file. The employee shall be provided with a copy of the official performance evaluation, which is to be placed in the employee's personnel file prior to such placement.
- 19.3 A permanent employee shall be evaluated annually on the prior fiscal year's service.
- 19.4 A probationary employee shall be evaluated periodically but not to exceed four (4) times during their probationary period.
- 19.5 A temporary employee shall be evaluated periodically.
- 19.6 Evaluations shall be signed by the evaluator and the employee.
- 19.7 The employee shall be given the opportunity to discuss the evaluation in a meeting with the appropriate administrator. Such a meeting shall take place at a mutually acceptable time and location.
- 19.8 If an employee disagrees with the written performance evaluation, the employee may submit a rebuttal statement, which shall be attached to the written performance evaluation and placed in the personnel file. The employee may also request a second meeting with a union representative present to further discuss the evaluation. Such a meeting shall take place at a mutually acceptable time and location.
- 19.9 The term "evaluator" as used in this Article refers to the non- bargaining unit employee designated by the appropriate administrator to conduct the performance evaluation of an employee.
- 19.10 The content of performance evaluations shall not be subject to the provisions of Article 9, Grievance Procedure. However, a performance evaluation which results in an overall rating of Unacceptable or Needs Improvement may be grieved under Article 9, Grievance Procedure only through Level II of the Grievance Procedure.