

SJCOE Classified Evaluation Guide

	CLASSIFIED EVALUATION TYPE & CYCLE	DESCRIPTIONS AND FORMS TO USE FOR CLASSIFIED EVALUATIONS
TYPE	<p>Non-management employee evaluations due dates are based on the employees date of hire. All management evaluations are due by June 30th. If an employee changes positions, their evaluation cycle and their hire date starts over per their new position.</p>	<p><b>Regular written evaluations are an important factor in good supervision. Employees who are performing well should receive positive feedback. Employees whose performance is not satisfactory need guidance in order to improve.</b> All evaluation forms are available via SignNow and via the HR tab on the SJCOE website under Employee Information &gt; Employee Resources. Each evaluation form is available via SignNow to allow an electronic signature and upon completion, the evaluation will be automatically emailed to their HR Tech. The designated SignNow links are available below for each type of employee that you may evaluate.</p> <p><b>All employees shall be evaluated per their assigned due date(s).</b> More frequent evaluations may occur as deemed necessary or desirable by management per SJCOE Classified Employee Handbook. Leaves of any type may affect an employees evaluation cycle, if you have an employee who is placed on leave, please notify your department's Human Resources Technician. If you need assistance with the evaluation process, please contact your departments HR technician.</p>
MANAGEMENT	<p><b>Classified Management Evaluation</b>  <b>Permanent employees: due every other year by June 30th</b>  <i>Probationary Employees: due 2, *4 and 6 month starting from hire date</i></p>	<p><b>For all Classified Management Evaluations,</b> departments can use the form/format of their choice until further notice but if a form is needed. Link to Eval Form: <a href="https://signnow.com/s/Z8KeQzbN?form=true">https://signnow.com/s/Z8KeQzbN?form=true</a> <b>For probationary classified managers</b>, as of January 1, 2020, all Classified Managers must be evaluated on the probationary cycle. The probationary cycle is a six month cycle to determine if the employee is a satisfactory employee or not thus it is imperative that all evaluation deadlines are met. Probation includes: 2-month evaluation, 4-month evaluation (4-month only required if the employee receives one rating of "Does Not Meet Standard" or three or more ratings of "Progressing Towards Standard" in one section on the 2-month evaluation), and 6-month evaluations. The six month evaluation is the final evaluation of their probation cycle. This final evaluation is used to confirm or deny the employee permanent status with SJCOE. <i>If you identify a pattern of concerns</i> with a probationary manager, please notify HR's Division Director &amp;/or Director II immediately. Once a manager earns permanent status, their evaluation will be due every other year.</p> <p><b>All permanent classified managers</b> will be evaluated every other year or more frequently as deemed appropriate by the departmental supervisor; based upon two calendar years from the year of hire. <u>For example</u>, a classified manager hired anytime during the year 2020 will be evaluated by June 30, 2022, to satisfy the every other year evaluation deadline.</p>
CLASSIFIED	<p><b>Classified Evaluation</b>  <b>Permanent employees: Due Annually</b>  <i>Probationary employees: due 2, 4, 6 month starting from hire date</i></p>	<p>This evaluation form applies to all non-management classified <u>except</u> CSEA employees: Instructional Assistants (IA), Health Care Assistants (HCA) and Educational Sign Language Interpreters (ESLI).</p> <p><b>All Probationary Classified staff</b> must be evaluated on the probationary cycle. Probation includes: 2-month evaluation, 4-month evaluation (4-month only required if the employee receives one rating of "Does Not Meet Standard" or three or more ratings of "Progressing Towards Standard" in one section on the 2-month evaluation), and 6-month evaluations. The probationary cycle determines if the employee is a satisfactory employee or not thus it is imperative that all evaluation deadlines are met. <i>If you identify a pattern of concerns</i> with a probationary employee, please notify HR's Division Director &amp;/or Director II immediately. The six month evaluation is the final evaluation of their probation cycle. This final evaluation is used to confirm or deny the employee permanent status with SJCOE.</p> <p><b>Permanent Classified Employees</b> will be evaluated annually from their hire date of their most recent position. For example, if an employee is hired November 4, 2021, they will be evaluated by November 4th of each year in the same position. Please use this evaluation form: <a href="https://signnow.com/s/Sgs0olpo?form=true">https://signnow.com/s/Sgs0olpo?form=true</a></p>
CSEA	<p><b>Instructional Assistant, Health Care Assistant &amp; Educational Sign Language Interpreters</b>  <b>Permanent employees: annually for the 1st 3 years and once every two years thereafter</b>  <i>Probationary employees: due 2, 4, 6 month starting from hire date</i></p>	<p>IA's, HCA's and EDLI's are Classified Represented employees and require the CSEA approved evaluation form.</p> <p><b>Probationary CSEA employees:</b> Probation includes: 2-month evaluation, 4-month evaluation and 6-month evaluations. The six month evaluation is the final evaluation of their probation cycle. This final evaluation is used to confirm or deny the employee permanent status with SJCOE. <b>All permanent CSEA employees</b>, per the CSEA Master agreement, permanent "Employees shall be evaluated at least once each year during the first three (3) years of employment and once every two (2) years thereafter".</p> <p><b>Please use this form for CSEA employees:</b> <a href="https://signnow.com/s/JsdIBnGq?form=true">https://signnow.com/s/JsdIBnGq?form=true</a> <b>A Teacher Input Form</b> must be completed mid-year and end of the year using this form: <a href="https://signnow.com/s/6vY41YGL?form=true">https://signnow.com/s/6vY41YGL?form=true</a> Please see the CSEA Master Agreement for additional information.</p>