

V. EVALUATIONS

Performance evaluations are required as follows:

- (1) Probationary employees shall be evaluated during the fifth and tenth months of employment.
- (2) Permanent employees shall be evaluated in the month of their second anniversary date and bi-annually thereafter.

No performance evaluation shall be made based solely upon hearsay statements. Performance evaluations shall be based on the evaluator's personal observations and knowledge of the employee's job performance. Any negative performance evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendation made.

The employee shall have the opportunity to review and discuss his/her written evaluation with the evaluator and receive a copy. The employee shall then sign the evaluation verifying that the discussion and review have taken place. The employee's signature in no way signifies agreement with the evaluation. The employee shall be provided a copy of the signed evaluation.

If the employee disagrees with the evaluation, he/she has the right to attach a statement to the District copy of the evaluation within ten (10) days after receiving the employee's copy.