SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 29, 2019

To: Area Superintendents, School Principals, Vice Principals, Division and Department Heads, and Site Representatives of the Paraeducators Bargaining Unit, Office-Technical and Business Services Bargaining Unit, and Operations-Support Services Bargaining Unit.

Subject: CLASSIFIED STAFF PERFORMANCE EVALUATION

**Department and/or
Persons Concerned:**   Classified Staff

Due Date: Probationary employees and Permanent/probationary employees due any time prior to the end of the sixth (6th) month and at least one month prior to the twelfth (12th) month of the probationary period. Permanent employees in Paraeducators and Operations-Support Services Bargaining Unit shall receive an evaluation every two years from the date of the unit member's previous evaluation.

Action Requested: Evaluate classified staff by due dates and enter evaluation summary into PeopleSoft.

Brief Explanation:
The evaluation of classified employees is an important responsibility of management personnel. Your cooperation is essential to ensure that there is a systematic appraisal of a unit member's work performance and that the process takes place within the timelines established by the collective bargaining agreement(s).

Please consider the following points as you administer this year's evaluation cycle:

1. All probationary and permanent/probationary employees on your staff must be evaluated twice within the first 12 months of employment in the probationary job classification. They must be evaluated before the sixth (6th) month of employment and one month prior to their twelfth (12th) month of employment. Permanent employees, in Paraeducators and Operations-Support Services Bargaining Units are evaluated every two years.

2. For the evaluation process, please refer to Article 13 in the Collective Negotiations Contract

for the classified bargaining units before beginning the evaluation process. At the time of hire or upon appointment to a new classification, employees will be given a copy of their job description and information about the performance evaluation form, procedure and job performance standards.

3. Written formal evaluations for classified staff are required for probationary and permanent/probationary employees. Written formal evaluations are also required for permanent employees in the Paraeducators and Operations-Support Services Bargaining Unit.

4. The required performance evaluation forms (see Attachments 1 and 2) can be reproduced as necessary or can be downloaded from the District's website, www.sandiegounified.org via the link "Staff Portal." Select "Departments." Then click on "Human Resources" and select "Human Resources Forms."

5. An "Exceeds standards" rating in **ANY** of the performance evaluation factors should be described in detail and supported with documentation in Section B of the evaluation form. "Requires improvement" or "unsatisfactory" rating on **ANY** of the evaluation factors **MUST** be supported with documentation in Section B of the evaluation form.

6. In order to see who is scheduled for an evaluation, you can run the classified evaluations report via PeopleSoft's Human Resources menu. Navigation to the report is: Main Menu, Workforce Administration, Workforce Reports, and Classified Evaluations. The step-by-step instructions to run this report are attached to this circular, (see Attachment 3). It is recommended that you run the evaluation report on a weekly basis to assure accuracy.

7. For samples and guides on classified performance evaluations, please contact your assigned Human Resources Officer. Be specific in your comments on Sections B, C, and D of the performance evaluation report. Remember to discuss the evaluation report form with the employee and provide him/her with a copy. The employee should sign and date the supervisor's copy of the evaluation form, acknowledging receipt and placement in the personnel file.

9. Send the original completed and signed copy of the Performance Evaluation Report form for each of the classified employees evaluated directly to HRSD, Room 1241, Eugene Brucker Education Center. If you marked "unsatisfactory", "requires improvement", or "exceeds standards" for any of the factors you must describe in detail and support with documentation under Section B of the form. If you mark "yes" on the *attachments added* portion of the form please send all attachments with the Performance Evaluation Report to HRSD as well.

10. For the Special Performance Evaluation process, refer to the Collective Bargaining Agreement, Article 13, for Paraeducators Bargaining Unit, Office-Technical and Business Services Bargaining Unit, and Operations-Support Services Bargaining Unit. Evaluators that are starting the special performance evaluation process should contact their Human Resources Officer in HRSD for further assistance.

11. After the final evaluations are completed, you must input the overall summary rating into the Performance Management system in PeopleSoft by the end of the school year. The enclosed Job aid (Attachment 4) provides explicit instructions on how to access this module.

For questions regarding the job aids, please contact the numbers listed below:

Area 1	Jessica Edney	(619) 725- 8109	jedney@sandi.net
Area 2	Jeane Kline	(619) 725- 7752	jkline@sandi.net
Area 3	Jeane Kline	(619) 725- 7752	jkline@sandi.net
Area 4	Lindsay Molinaro	(619) 725- 7248	lmolinaro@sandi.net
Area 5	Lindsay Molinaro	(619) 725-7248	lmolinaro@sandi.net
Area 6	Jessica Edney	(619) 725-8109	jedney@sandi.net

APPROVED:

Acacia Thede
Chief Human Resources Officer

Attachments (4)
#1 – Performance Evaluation Report for Classified Paraprofessional Personnel
#2 – Performance Evaluation Report for Classified Personnel (except Paraprofessional)
#3 – Job Aid- Classified Evaluations Report
#4 – Job Aid- Entering Evaluations into PeopleSoft

Distribution: Lists A, B, C, D, E, F, I and M

AT:eh