

PERSONNEL DEPARTMENT

GUIDELINES FOR CLASSIFIED PERFORMANCE EVALUATION

PURPOSE: These guidelines are issued by the Kern County Superintendent of Schools to assist supervisors in the evaluation of classified employees in the Office of the County Superintendent. The guidelines and adopted evaluation form were designed to provide a comprehensive system for the assessment of employee performance. It is imperative that a conference be scheduled during which the ratings and accompanying comments should be carefully discussed and interpreted with the employee.

PROCEDURE:

1. Rules of the Personnel Commission, Chapter 7, Section 7.4, shall serve as guidelines for the Classified Performance Evaluation.
 - A. Every regular classified employee shall receive during a probationary period a formal written performance rating in prescribed format at the end of the third and fifth month of service.
 - B. Every regular classified administrative or supervisory employee shall receive during a probationary period a formal written evaluation at the end of the fourth, eighth and eleventh month of service.
 - C. Every regular permanent classified employee shall receive a formal written evaluation in prescribed format every other year in the month preceding the employee's anniversary date.
 - D. Every regular classified employee, whether probationary or permanent, may be evaluated by an immediate supervisor at any other time.
 - E. Both the evaluator (immediate supervisor) and the reviewer (evaluator's supervisor) shall sign the Performance Evaluation form prior to reviewing with the employee.
 - F. A conference shall be held during which time the evaluation shall be carefully discussed and interpreted with the employee.
 - G. The employee shall receive a copy of the evaluation(s) and be allowed five (5) working days to attach a rebuttal, should he/she desire, prior to the evaluation being filed in the official personnel file. The signature of the employee shall be entered on the evaluation form denoting their knowledge of contents therein. Should the employee refuse to sign, that fact shall be noted on all copies of the evaluation form.
 - H. The employee shall have the right to protest an evaluation and the procedure to do so shall be clearly indicated in the Rules of the Personnel Commission.
 - I. If subsequent to a duly filed protest over a performance evaluation an employee's objections are sustained, the Superintendent/Designee may order expunction of the specific materials from the employee's file.
 - J. Failure to evaluate any employee in the particular month designated by these rules shall not constitute a defense to any disciplinary action which may be taken against such employee.
2. A check mark or X is required opposite each item which best describes the employee's performance. Consideration of additional items which may be unique to the position or to the person may be attached.
3. Specific commendations or recommendations may be made to the right of the rating squares for each category. A written comment is required for any item marked above requirements, needs improvement, or unsatisfactory.
4. The distribution of the Classified Performance Evaluation should be: (1) white copy to Personnel Office, (2) canary copy retained by the evaluator, (3) pink copy to the employee at the time of conference.

DEFINITIONS:

1. Above Requirements - the employee's performance in this category is consistently outstanding and consistently exceeds the expectations of the evaluator in a specific category. This category is not appropriate if performance is always acceptable and in a few instances outstanding.
2. Meets Requirements - the employee's performance in this category almost always meets or exceeds the evaluator's expectations. If there have been instances of outstanding performance in this category, they do not meet the high level of consistency required for a rating of "Above Requirements". If there has been any minor instance of performance below requirements in this category, the problem has been corrected during the rating period and no further unsatisfactory performance is reasonable anticipated in this category.
3. Needs Improvement - the employee's performance in this category is not completely unsatisfactory and with some improvement would meet the requirements of the position and the expectations of the evaluator. This category is appropriate for a performance issue that the evaluator sees as correctable by the employee.
4. Unsatisfactory - the employee's performance in this category falls below the standards required for the position. The employee's performance is generally below the evaluator's standards, or he/she has failed to correct unsatisfactory performance during the rating period, or in specific instances the employee's performance has been so unsatisfactory as to merit this rating even in the light of correction or otherwise satisfactory performance in this category.