



## Evaluation Procedures

1. All classified employees who are designated as “on-cycle” will receive their performance evaluation, using form CE-2, using the following contractual timeline:

**Probationary Employees:** 1st evaluation within 6 months - then they become permanent.

**Permanent Employees:** By June 28th

2. The Performance evaluation is of prime importance to both employee and evaluator, and should serve the following purposes: (a) Indicate perceived employee strengths, (b) Give recognition for good work, (c) Identify perceived areas where growth or improvement are needed and indicate how to do so, and (d) Provide a written basis for permanency, promotion, or other personnel action.
3. The performance evaluation should generally be a positive experience for both employee and evaluator. Before completing the evaluation form, managers should review data gathered from goal(s) conferences, mid year reviews, informal interactions and direct observations of performance as appropriate.
4. Typically, areas where improvement is needed should be identified and discussed with the employee prior to the evaluation. The performance evaluation should be a summation of the employee’s total performance.
5. The supervisor must review, in a conference setting, evaluation results with probationary and permanent employees, discussing standards of performance behavior required for the employees’ position. These areas to be review are:

- |                                      |                        |
|--------------------------------------|------------------------|
| Quality of Work                      | Job Knowledge          |
| Attendance and Punctuality           | Work Characteristics   |
| Dependability                        | Working Relationships  |
| Use of Equipment                     | Safety and Sanitation’ |
| Leadership (for lead positions only) |                        |

6. Classified employees shall be encouraged at the end of this conference to complete the employee comments section.

NOTE: Governor Gavin Newsom has signed Assembly Bill (AB) 1353 into law. AB 1353 limits the probationary period for classified employees to six months, or 130 days of paid service, whichever is longer. This purpose of this bill is to harmonize the varying probationary periods for classified employees between merit system school districts and non-merit system school districts. Merit system school districts administer the hiring and retention of their classified employees through a personnel commission, independent of the district’s governing board. The merit system requires that probationary periods for classified employees be no longer than six months, after which a school employer may only discharge the employee for good cause and after due process, as specified.

EMAIL LANGUAGE FOR ON CYCLE FOR CLASSIFIED EMPLOYEES:

Dear STAFF MEMBER:

You are scheduled to be ON CYCLE for your evaluation this year. Per our collective bargaining agreement, all permanent staff is evaluated every other year. Probationary staff is evaluated within their first 6 months of employment. We will be scheduling a meeting to discuss your goals, the process of the evaluation, and answer any of your questions.

Thank you in advance for your partnership and commitment to PRJUSD.



**PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT**  
**CLASSIFIED PERFORMANCE EVALUATION**

NAME: _____	CLASSIFICATION: _____	EVALUATION DUE DATE: _____
LOCATION: _____	RATING PERIOD: _____	
PROBATIONARY <input type="checkbox"/>	ANNUAL <input type="checkbox"/>	

**PERFORMANCE DIMENSIONS:** Check the phrase that most nearly describes the employee’s performance over the period covered by this evaluation. Evaluators are encouraged to make additional comments where appropriate to enhance the evaluation. Comments are required for all performance areas.

**1. QUALITY OF WORK CONSISTS OF CORRECTNESS WITH WHICH DUTIES ARE PERFORMED.**

<p><b>A: NEATNESS</b></p> <p><input type="checkbox"/> 1. Work was exemplary – always presentable</p> <p><input type="checkbox"/> 2. Work was presentable</p> <p><input type="checkbox"/> 3. Work was usually presentable</p> <p><input type="checkbox"/> 4. Work was often unrepresentable</p>	<p><b>B: CORRECTNESS</b></p> <p><input type="checkbox"/> 1. Work completed correctly</p> <p><input type="checkbox"/> 2. Work of acceptable quality, mistakes limited in number</p> <p><input type="checkbox"/> 3. Work contained numerous errors</p>	<p><b>C: JOB DESCRIPTION</b></p> <p><input type="checkbox"/> 1. Tasks performed exceeded the guidelines of the job description</p> <p><input type="checkbox"/> 2. Tasks performed met the guidelines of the job description</p> <p><input type="checkbox"/> 3. Tasks performed usually met the guidelines of the job descriptions</p> <p><input type="checkbox"/> 4. Tasks performed seldom met the guidelines of the job descriptions</p>
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**COMMENTS:**

**2. JOB KNOWLEDGE: CONSISTS OF JOB UNDERSTANDING, APPLICATION OF EFFICIENT METHODS, AND SKILLS THE EMPLOYEE HAS FOR SATISFACTORY PERFORMANCE.**

<p><b>A: UNDERSTANDING</b></p> <p><input type="checkbox"/> 1. All phases of job understood</p> <p><input type="checkbox"/> 2. Major phases of job understood</p> <p><input type="checkbox"/> 3. Most common phases of the job were understood; knowledge of some phases was incomplete</p> <p><input type="checkbox"/> 4. Knowledge about key aspects of job was inadequate</p>	<p><b>B: METHODS</b></p> <p><input type="checkbox"/> 1. Methods were effective and efficient</p> <p><input type="checkbox"/> 2. Most methods were effective; usually Completed in allotted time</p> <p><input type="checkbox"/> 3. Methods were ineffective or Inefficient</p>	<p><b>C: SKILLS</b></p> <p><input type="checkbox"/> 1. Required skills were exceptional</p> <p><input type="checkbox"/> 2. Required skills were demonstrated</p> <p><input type="checkbox"/> 3. Most skills satisfactory; some needed improvement</p> <p><input type="checkbox"/> 4. Needed skills were absent or below an acceptable level.</p>
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**COMMENTS:**

**3. ATTENDANCE AND PUNCTUALITY: CONSISTS OF BEING AT WORK ON TIME.**

<p><b>A: ATTENDANCE</b></p> <p><input type="checkbox"/> 1. Attendance was satisfactory</p> <p><input type="checkbox"/> 2. Extensive absences were due to _____ (must comment)</p> <p><input type="checkbox"/> 3. Absences were excessive</p>	<p><b>B: PUNCTUALITY</b></p> <p><input type="checkbox"/> 1. Reported to work on time</p> <p><input type="checkbox"/> 2. Usually on time</p> <p><input type="checkbox"/> 3. Frequently tardy</p>
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COMMENTS:

**4. WORK CHARACTERISTICS: INITIATIVE AND RESOURCEFULNESS, ADAPTABILITY TO STRESS OR CHANGE, ATTITUDE AND ABILITY TO PRIORITIZE.**

<p><b>A: INITIATIVE AND RESOURCEFULNESS</b></p> <p><input type="checkbox"/> 1. Needs identified and problems solved independently</p> <p><input type="checkbox"/> 2. Employee usually initiated required action and solved problems independently</p> <p><input type="checkbox"/> 3. Needs were overlooked or not seen by employee; assistance was required to solve problems.</p>	<p><b>B: ADAPTABILITY TO STRESS OR CHANGE</b></p> <p><input type="checkbox"/> 1. Stress or change dealt with satisfactory, employee maintained composure</p> <p><input type="checkbox"/> 2. Usually adapted to stress or change</p> <p><input type="checkbox"/> 3. Stressful situations or changes were met with tension, loss of composure, or other ineffective behavior</p>	<p><b>C: ATTITUDE</b></p> <p><input type="checkbox"/> 1. Positive attitude about work was presented to others</p> <p><input type="checkbox"/> 2. Positive attitude typically displayed; job dissatisfaction seldom apparent</p> <p><input type="checkbox"/> 3. Negative attitude/job dissatisfaction was sometimes apparent</p> <p><input type="checkbox"/> 4. Negative or hostile attitude displayed; job dissatisfaction was apparent</p>	<p><b>D. PRIORITIZING:</b></p> <p><input type="checkbox"/> 1. Prioritizes jobs so changing demands were met and/or anticipated</p> <p><input type="checkbox"/> 2. Prioritizes jobs, usually resulting in important tasks being completed</p> <p><input type="checkbox"/> 3. Prioritizes jobs ineffectively, frequently resulted in assigned tasks not being completed</p>
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COMMENTS:

**5. DEPENDABILITY: COMPLETING REQUIRED WORK WITH A MINIMUM OF SUPERVISION FOLLOWING ORAL AND/ OR WRITTEN INSTRUCTION**

<p><b>A: SUPERVISION</b></p> <p><input type="checkbox"/> 1. Self-starter, very little supervision required</p> <p><input type="checkbox"/> 2. Minimum of supervision required</p> <p><input type="checkbox"/> 3. Extra supervision was required in order to get assigned work completed</p> <p><input type="checkbox"/> 4. Constant supervision required to complete assigned work; difficulty in working without supervision</p>	<p><b>B: FOLLOWING ORAL AND WRITTEN INSTRUCTIONS</b></p> <p><input type="checkbox"/> 1. Written and oral instructions easily understood/implemented</p> <p><input type="checkbox"/> 2. Instructions were followed consistently; repeating of instructions occasionally necessary</p> <p><input type="checkbox"/> 3. Instructions were followed with some errors; repeating of instructions was necessary.</p> <p><input type="checkbox"/> 4. Instructions were not followed; needed to be repeated frequently.</p>
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COMMENTS:

**6. WORKING RELATIONSHIPS: SENSITIVE IN DEALING WITH STUDENTS, STAFF AND THE PUBLIC, MAINTAINS EFFECTIVE RELATIONSHIPS WITH OTHERS.**

<p><b>A. COURTESY AND TACT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Courtesy and tact were demonstrated</li> <li><input type="checkbox"/> 2. Courtesy and tact were usually displayed; occasional lapses were demonstrated</li> <li><input type="checkbox"/> 3. Behavior often seen as tactless or discourteous; has difficulty dealing with others</li> </ul>	<p><b>B: DISCRETION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Holds confidences and uses discretion at all times</li> <li><input type="checkbox"/> 2. Holds confidences and uses Discretion most of the time</li> <li><input type="checkbox"/> 3. There was evidence that required confidentiality and/or discretion were not observed</li> </ul>	<p><b>C. COMMUNICATIONS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Communicated effectively with staff students and others</li> <li><input type="checkbox"/> 2. Usually communicates well with staff students and others</li> <li><input type="checkbox"/> 3. Often ineffective in communicating with others</li> </ul>
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**D. WORK INTEGRITY (understands the Districts' mission, and their role as an important member of the organization)**

- 1. Has a strong understanding of own assignment and its relationship to other responsibilities and positions in the department/district.
- 2. Usually understands own assignment and its relationship to other responsibilities and positions in department/district
- 3. Has shown difficulty understanding own assignment and its relationship to other responsibilities and positions in department/ district
- 4. Exhibits unwillingness to understand own assignment and its relationship to other responsibilities and positions in department/district

COMMENTS:

**7. USE OF EQUIPMENT: CORRECT OPERATION AND MAINTENANCE OF EQUIPMENT EXPECTED OF EMPLOYEE (NOTE: EVALUATION MAY WISH TO INDICATE SPECIFIC KINDS OF EQUIPMENT.)**

<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Employee displayed complete knowledge of use and maintenance of equipment</li> <li><input type="checkbox"/> 2. Employee displayed appropriate knowledge of use and maintenance of equipment</li> <li><input type="checkbox"/> 3. Better judgment and knowledge were needed in using equipment on occasion</li> <li><input type="checkbox"/> 4. Assigned equipment was used carelessly</li> </ul>	<p><b>LIST SPECIFIC EQUIPMENT USED:</b></p>
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COMMENTS:

**8. SAFETY AND SANITATION: CONSISTS OF SAFETY PRACTICES, PROPER SANITATION PROCEDURES AND PERSONAL HYGIENE PRACTICES.**

<p><b>A: SUPERVISION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Safe working procedures were followed; potential hazards were corrected and had accident free history.</li> <li><input type="checkbox"/> 2. Generally followed safe working procedures</li> <li><input type="checkbox"/> 3. Did not follow safe working procedures; had frequent accidents; inappropriate actions were taken in emergency situations</li> </ul>	<p><b>B: FOLLOWING ORAL AND WRITTEN INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Not applicable to this employee</li> <li><input type="checkbox"/> 2. Used approved sanitation procedures; spotted unsanitary conditions and sought to correct</li> <li><input type="checkbox"/> 3. Sanitation was at acceptable level; expected amount of care was taken</li> <li><input type="checkbox"/> 4. Sanitation practices and procedures were not followed at acceptable level</li> </ul>	<p><b>C. PERSONAL HYGIENE (FOOD SERVICE ONLY)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Way always neat, clean and well groomed; wore clean uniform daily; kept hair neat or covered; shoes were clean</li> <li><input type="checkbox"/> 2. Usually was clean and adequately groomed</li> <li><input type="checkbox"/> 3. Poor grooming habits</li> </ul>
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COMMENTS:

9. FOR LEAD POSITIONS ONLY (REFER TO JOB DESCRIPTION): CONSISTENT LEADERSHIP, DIRECTION AND ASSESSMENT OF EMPLOYEE PERFORMANCE SKILLS WHERE APPLICABLE

- 1. Fair and impartial, good leadership/judgment exercised; work production and staff morale excellent; direction and assessment effective.
- 2. Judgment/leadership usually fair and impartial; work production and staff morale acceptable; direction and assessment satisfactory
- 3. Leadership was inconsistent.

COMMENTS:

SUMMARY: COMMENDATIONS AND RECOMMENDATIONS (Evaluators are encouraged to make additional comments where appropriate to enhance the evaluation)

This evaluation describes a less than satisfactory performance (check if applicable). An Assistance Plan is required at this time.

This document will be placed in your Personnel File. You have five (5) work days from receipt of this document to make any signed, written comments you wish, which will be attached to the document and placed in your primary Personnel File. Your signature does not imply agreement. Your signature does indicate receipt of this document.

Check applicable boxes:

I intend to submit a written statement within five(5) days to be attached to this form

I request a review of this evaluation by the next level supervisor

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Comments: (optional)**

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**Reviewer Comments :**

Signature of Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_