



José L. Banda, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*


DATE: August 2, 2016

TO: ALL Management Personnel

FROM: Human Resource Services Department

PREPARED BY: HR Analysts / Personnel Specialist
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REVIEWED BY: HR Directors
Roxanne Findlay
Tiffany Smith-Simmons, Ed.d
Christina Villegas
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APPROVED: 

SUBJECT: 2016-17 Evaluation of Management and Non-Management
Certificated and Classified Personnel

Important Deadlines

Management

Due Date

- Pre-evaluation Conference → By 9/30/16
- Completion of Evaluation → By 5/12/17 (10 or 11 month)
- Completion of Evaluation → By 6/30/17 (12 month)

Certificated

- Pre-evaluation Conference → By 11/01/16
- Completion of Evaluation → By 4/01/17

Classified

- Pre-evaluation Conference → By 11/30/16
- Completion of Evaluation → By 4/30/17

District Resources:

- ⇒ See Attachment—
 - **Evaluation Timelines & Delivery matrix for other pertinent due dates**

Additional Collective Bargaining Unit Resources:

- ⇒ SCTA Contract Article 6
- ⇒ SEIU Contract Article 14
- ⇒ Teamsters Contract Article 14
- ⇒ CSA Contract Article 14
- ⇒ UPE Contract Article 5

Who Should Be Evaluated?

Management Employees

- Probationary (1st year and 2nd year)
- Reassigned to a different job classification
- Permanent staff whose social security number ends in an odd number (0 is considered even)

Certificated Employees

- Probationary (“0”, 1st year and 2nd year)
- Staff with Temporary contracts
- Permanent staff whose social security number ends in an odd number (0 is considered even)
- Teachers new to your site

Classified Employees

- Probationary (1st Rating and 2nd Rating)
- Permanent staff whose social security number ends in an odd number (0 is considered even)

Attention Site Office Managers / Department Staff:
Please pull Escape Report “Employee08” for your site roster (Escape/Reports/Employee/Employee08). This report will provide you with the employee’s Social Security Number to assist in identifying which staff members’ evaluations are due.

Employee08 Report: Permanency Code Identifier for Certificated and Classified:

- ◆ 0 = Prob 0
- ◆ A = Permanent
- ◆ B = 1st Year Prob
- ◆ C = 2nd Year Prob
- ◆ E = Temporary

If you need any assistance regarding the evaluation process, please contact the following Human Resources Director:

Area 1 (West)	Area 2 (Central)	Area 3 (East)	Independent Charters	Management
Roxanne Findlay, HR Director 916-643-9046	Christina Villegas, HR Director 916-643-7496	Tiffany Smith-Simmons, Ed.D, 916-643-9058	Assigned HR Directors	Assigned HR Directors
			Kent Jones Manager II, District Operations 916-752-9733	Departments Assigned HR Directors

cc: Cabinet Members
 Area Assistant Superintendents
 Administrative Assistants
 Site/Department Administrators



Human Resource Services

Evaluation Timelines and Delivery

Refer to the applicable bargaining unit contract under Evaluation.

Evaluation forms can be downloaded from the SCUSD Intranet (ISO Forms).

Unit	Notification Sent	Pre-Evaluation Deadline	Email: Final Evaluation Reminder	Final Evaluation Deadline	Eval Due to Chief/Area/Asst Supt	Eval Due to HR
Certificated Teacher (Content Standard) ISO Forms: PSL-F106 , PSL-F106A , PSL-F107A , PSL-F108A	September	November 1	March 1	April 1	April 1	May 31
Certificated Teacher Special Ed (Content Standard) Listed Below ISO Forms: PSL-F106 , PSL-F106A PLUS Mild-Moderate Special Day Class PSL-F107B , PSL-F108B Moderate-Severe Special Day Class PSL-F107C , PSL-F108C Resource Specialist (Spec Ed-RSP) PSL-F107D , PSL-F108D	September	November 1	March 1	April 1	April 1	May 31
Certificated Teacher ISO Forms: PSL-F109 through PSL-F174	September	November 1	March 1	April 1	April 1	May 31
Certificated Teacher Charter School ISO Form: PSL-F105	September	November 1	March 1	April 1	April 1	May 31

Unit	Notification Sent	Pre-Evaluation Deadline	Email: Final Evaluation Reminder	Final Evaluation Deadline	Eval Due to Chief/Area/Asst Supt	Eval Due to HR
Classified Probationary ISO Form: <u>PSL-F099</u>	Terms of Employment	Within 30 Calendar Days First Evaluation: 90 Days From Probationary Status Date	Ongoing	60 Days Prior to Permanent Date	Ongoing	Ongoing
Classified Permanent ISO Forms: <u>PSL-F102</u> and <u>PSL-F102A</u> if applicable	September	November 30	March 31	April 30	N/A	May 15
Management ISO Form: <u>PSL-F104</u>	September	September 30	April 1	May 12 (10 or 11 month) June 30 (12 month)	July 15	July 31

Refer to Probationary Status in the contract.

Certificated Substitutes ISO Form: <u>PSL-F100</u>	Classified Substitutes ISO Form: <u>PSL-F101</u>	As Requested by Substitute <u>OR</u> Prepared As Needed by Administrator
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Evaluation Delivery and Review

Certificated	<ul style="list-style-type: none"> Site/Department Returns Completed Evaluation to Area Assistant Superintendent Area Assistant Superintendent Returns to Human Resource Services for Review by Director Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation
Classified	<ul style="list-style-type: none"> Site/Department Returns Completed Evaluation to Human Resource Services for Review by Director Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation
Management	<ul style="list-style-type: none"> Site/Department Returns Completed Evaluation to Reviewing Administrator (Chief Officer, Assistant Superintendent, etc.) Reviewing Administrator Returns to Human Resource Services for Review by Chief Human Resources Officer Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation