



HUMAN RESOURCE SERVICES
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Lisa Allen, *Interim Superintendent*
Cancy McArn, *Chief Human Resources Officer*

DATE: September 18, 2023 **2023-24 NO. HR-6**

TO: ALL Management Personnel
FROM: Human Resource Services Department

PREPARED BY: Kristina Reyes, Administrative Assistant
APPROVED: Cancy McArn, Chief Human Resources Officer

REVIEWED BY: HR Directors

SUBJECT: 2023-2024 Evaluation of Management and Non-Management Certificated and Classified Staff Members -----

The purpose of this memo is to support your work in the annual performance evaluation cycle. To that end, this memo provides critical information regarding timelines, the process, and instructions on how to ascertain which employees need to have their performance evaluations completed this school year.

Important Deadlines

Certificated Management

Due Date

- | | | |
|---------------------------|---|--|
| Pre-evaluation Conference | ➔ | By 09/29/2023 |
| Completion of Evaluation | ➔ | By 05/15/2024 (10 or 11-month employees) |
| Completion of Evaluation | ➔ | By 6/28/2024 (12-month employees) |

Certificated

- | | | |
|---------------------------|---|---------------|
| Pre-evaluation Conference | ➔ | By 10/31/2023 |
| Completion of Evaluation | ➔ | By 3/29/2024 |

Classified and Classified Management

- | | | |
|---------------------------|---|---------------|
| Pre-evaluation Conference | ➔ | By 11/30/2023 |
|---------------------------|---|---------------|

Completion of Evaluation



By 04/30/2024

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 **EVEN** 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 **EVEN** number (0 is considered even) **
- Staff newly transferred to your school site/department this current school year**
 - * **Must complete a minimum of 3 formal observations**
 - ** **Must complete a minimum of 2 formal observations**

Classified and Classified Management Employees

- Permanent staff whose social security number ends in an **EVEN** number (0 is considered even)
- Probationary SEIU: The 1st Rating occurs 90 days after hire date and the 2nd Rating 60 days prior to becoming permanent). As a reminder, a classified employee is considered probationary for the first **six** months in a new classification.
- Probationary Teamsters and Teamsters Classified Supervisors (TCS): Pre-evaluation conference within first 20 service days, 1st Rating 40 days after hire date, and the 2nd Rating 30 days prior to becoming permanent. *As a reminder, a classified employee is considered probationary for the first **six** months in a new classification.*

If you need any assistance regarding the evaluation process, please contact the following individuals:

Secondary School Sites Adult Ed/K-8	Elementary School Sites	Departments/JFK
David Van Natten, HR Director 916-643-9046 (m) 916-826-2146	Nanci Rose, HR Director 916-643-7488 (m) 916-826-2071	Christina Villegas, HR Director 916-643-7496 (m) 916-949-3974

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 employment status and last 4-digits of their Social Security Number to assist in identifying which staff members' evaluations are due.

Employee08 Report: Permanency Code Identifier for Certificated and Classified:

- O = Prob O***
- A = Permanent***
- B = 1st Year Prob***
- C = 2nd Year Prob***
- E = Temporary***

Additional Collective Bargaining Unit Resources:

- ⇒ *SCTA Contract Article 6*
- ⇒ *SEIU Contract Article 14*
- ⇒ *Teamsters Contract Article 14*
- ⇒ *TCS Contract Article 14*
- ⇒ *UPE Contract Article 5*

Cc: Site/Department Administrators

Administrative Assistants

Assistant Superintendents

Cabinet Members