DATE: August 2, 2016

TO: ALL Management Personnel

FROM: Human Resource Services Department

PREPARED BY: HR Analysts / Personnel Specialist
April Kerwin
Brandon Lillard
Jake Hansen
Clarissa Ramirez
Monica Garland

REVIEWED BY: HR Directors
Roxanne Findlay
Tiffany Smith-Simmons, Ed.d
Christina Villegas
Cindy Nguyen

APPROVED:_________________________

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

Important Deadlines

Management
- 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:
- $O$ = 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:

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

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).

<table>
<thead>
<tr>
<th>Unit</th>
<th>Notification Sent</th>
<th>Pre-Evaluation Deadline</th>
<th>Email: Final Evaluation Reminder</th>
<th>Final Evaluation Deadline</th>
<th>Eval Due to Chief/Area/Asst Supt</th>
<th>Eval Due to HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Teacher (Content Standard) ISO Forms: PSL-F106, PSL-F106A, PSL-F107A, PSL-F108A</td>
<td>September</td>
<td>November 1</td>
<td>March 1</td>
<td>April 1</td>
<td>April 1</td>
<td>May 31</td>
</tr>
<tr>
<td>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</td>
<td>September</td>
<td>November 1</td>
<td>March 1</td>
<td>April 1</td>
<td>April 1</td>
<td>May 31</td>
</tr>
<tr>
<td>Certificated Teacher ISO Forms: PSL-F109 through PSL-F174</td>
<td>September</td>
<td>November 1</td>
<td>March 1</td>
<td>April 1</td>
<td>April 1</td>
<td>May 31</td>
</tr>
<tr>
<td>Certificated Teacher Charter School ISO Form: PSL-F105</td>
<td>September</td>
<td>November 1</td>
<td>March 1</td>
<td>April 1</td>
<td>April 1</td>
<td>May 31</td>
</tr>
</tbody>
</table>

Revised: 09-12-16
<table>
<thead>
<tr>
<th>Unit</th>
<th>Notification Sent</th>
<th>Pre-Evaluation Deadline</th>
<th>Email: Final Evaluation Reminder</th>
<th>Final Evaluation Deadline</th>
<th>Eval Due to Chief/Area/Asst Supt</th>
<th>Eval Due to HR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classified Probationary</strong></td>
<td>Terms of Employment</td>
<td>Within 30 Calendar Days</td>
<td>Ongoing</td>
<td>60 Days Prior to Permanent Date</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>ISO Form: <strong>PSL-F099</strong></td>
<td></td>
<td>First Evaluation: 90 Days From Probationary Status Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Classified Permanent</strong></td>
<td>September</td>
<td>November 30</td>
<td>March 31</td>
<td>April 30</td>
<td>N/A</td>
<td>May 15</td>
</tr>
<tr>
<td>ISO Forms: PSL-F102 and PSL-F102A if applicable</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Management</strong></td>
<td>September</td>
<td>September 30</td>
<td>April 1</td>
<td>May 12 (10 or 11 month)</td>
<td>July 15</td>
<td>July 31</td>
</tr>
<tr>
<td>ISO Form: <strong>PSL-F104</strong></td>
<td></td>
<td></td>
<td></td>
<td>June 30 (12 month)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Refer to Probationary Status in the contract.

| Certificated Substitutes     | Classified Substitutes            | As Requested by Substitute OR Prepared As Needed by Administrator |
| ISO Form: **PSL-F100**       | ISO Form: **PSL-F101**            |                                                                 |

**Evaluation Delivery and Review**

| Certificated                | • 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                  | • 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                  | • 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  |