DATE: August 1, 2018

TO: ALL Management Personnel

FROM: Human Resource Services Department

PREPARED BY: Kristina Reyes

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

APPROVED: ________________________


**Important Deadlines**

**Management**
- Pre-evaluation Conference ➔ By 9/30/18
- Completion of Evaluation ➔ By 5/12/19 (10 or 11 month)
- Completion of Evaluation ➔ By 6/30/19 (12 month)

**Certificated**
- Pre-evaluation Conference ➔ By 11/01/18
- Completion of Evaluation ➔ By 4/01/19

**Classified**
- Pre-evaluation Conference ➔ By 11/30/18
- Completion of Evaluation ➔ By 4/30/19

**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/department

*Must complete a minimum of 3 formal observations
**Must complete a minimum of 2 formal observations

**Classified Employees**
- Probationary (1st Rating 90 days after hire date and 2nd Rating 60 days prior to becoming permanent)
- Permanent staff whose social security number ends in an odd number (0 is considered even)

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**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.

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**Employee08 Report: Permanency Code Identifier for Certificated and Classified:**
- 0 = Prob 0
- A = Permanent
- B = 1st Year Prob
- C = 2nd Year Prob
- E = Temporary

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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>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roxanne Findlay, HR Director</td>
<td>Christina Villegas, HR Director</td>
<td>Tiffany Smith-Simmons, Ed.D, HR Director</td>
<td>Assigned HR Directors</td>
<td>Assigned HR Directors</td>
</tr>
<tr>
<td>916-643-9046</td>
<td>916-643-7496</td>
<td>916-643-9058</td>
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</tr>
<tr>
<td>916-501-1383</td>
<td>916-949-3974</td>
<td>916-752-3201</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kent Jones</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Manager II, District Operations</td>
<td>916-752-9733</td>
</tr>
</tbody>
</table>

cc: Site/Department Administrators
Administrative Assistants
Instructional Assistant Superintendents
Cabinet Members
# 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>
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</tbody>
</table>
### Unit Notification Sent

<table>
<thead>
<tr>
<th>Unit</th>
<th>Notification Sent</th>
<th>Pre-Evaluation Deadline</th>
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<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></td>
<td>Within 30 Calendar Days</td>
<td>Ongoing</td>
<td>60 Days Prior to Permanent Date</td>
<td>N/A</td>
<td>Ongoing</td>
</tr>
<tr>
<td>ISO Form: PSL-F099</td>
<td>Terms of Employment</td>
<td>First Evaluation: 90 Days From Probationary Status Date</td>
<td></td>
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<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-F274, PSL-F102, and PSL-F102A if applicable</td>
<td></td>
<td>(PSL-F274 Form Due)</td>
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</tr>
<tr>
<td><strong>Management</strong></td>
<td>September</td>
<td>September 30</td>
<td>April 1</td>
<td>May 15 (10 or 11 month) June 30 (12 month)</td>
<td>July 15</td>
<td>July 31</td>
</tr>
<tr>
<td>ISO Form: PSL-F104</td>
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Refer to Probationary Status in the contract.

### Certificated Substitutes
- ISO Form: PSL-F100
- Classified Substitutes
  - ISO Form: PSL-F101

As Requested by Substitute OR Prepared As Needed by Administrator

### 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