

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

702

LAW AND RULES

August 28, 2002

702 PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES

Purpose: Performance Evaluations primarily provide an opportunity for an employee and a supervisor to assess the work product and discuss successful work habits or needed improvement. The Evaluation also provides an opportunity for the employee to discuss personal work-related goals and avenues of development for related knowledges and skills.

A. Applicability of this Rule

This Rule applies to management, confidential, and other nonrepresented employees. Procedures for employees in units with exclusive representation are contained in collective bargaining contracts.

B. Performance Evaluation Forms

1. Evaluation of probationary and permanent employees shall be made on official forms approved by the Personnel Director.
2. A "Notice of Outstanding Work Performance" may be issued when applicable.
3. A "Notice of Unsatisfactory Service" is the official form used to inform an employee that assigned duties and responsibilities have not been performed adequately or of actions performed while on duty that are detrimental to the good of the service.

C. Instructions for Performance Evaluation

1. A probationary employee shall be given one or more Preliminary Probationary Performance evaluations and a Final Probationary Performance Evaluation during the probationary period. The final evaluation of an employee in an executive/administrative class should be made not later than the ninth month of the probationary period. Employees in other classes should be given their final evaluations no later than the fourth month of the probationary period. Final evaluations may be made earlier or later as circumstances warrant.
2. Permanent employees shall be given an evaluation for the time period specified by the Personnel Director. Supervisors may complete additional performance evaluations for permanent employees at any time.
3. The evaluation is to be completed by the supervisor who is immediately responsible for the work of the employee and is the person who either oversees, reviews, or checks the work of the employee, or is the one who is most closely acquainted with the employee's work. The work performance of a permanent employee should be evaluated by each supervisor under whom the employee has worked for 90 working days or more during the performance evaluation period.

CHANGE:

Preface added to state the purpose of the Performance Evaluation.

Remove: August 31, 1987, 1 of 2. Add: August 28, 2002, page 1 of 2.

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4. An individual evaluation conference shall be held with each employee for presentation of the evaluation and discussion of
 - a. the reasons for performance evaluation
 - b. job duties and responsibilities
 - c. the kind of work performance expected
 - d. the basis for the evaluation given
 - e. areas where work performance has improved or may be improved
 - f. personal work-related goals and the means by which needed skills and knowledges may be acquired.

5. The employee and the evaluator should compare the duties being performed with typical duties listed in the current class description. If either believes that the employee spends a significant portion of assigned time performing duties inappropriate to the class, "no" shall be checked, and a statement listing duties and responsibilities considered to be inappropriate and an additional copy of the evaluation form should be sent to the Office of the Personnel Commission.

D. Review of Performance Evaluation

1. Review of the performance evaluation by the next higher level of administrative authority may be made before or after an individual evaluation conference is held with each employee. Any comments recorded on the performance evaluation form by the reviewer shall be signed and shown to the supervisor who made the evaluation and to the employee.

2. Employees and evaluators are encouraged to arrive at a mutual understanding and acceptance of the evaluation during the conference. An employee who believes that the evaluation is improper may go to the evaluator's immediate supervisor to resolve differences.

CHANGE:

Amendment of paragraph C.4. to add the reference for the need to discuss employee goal setting and development of knowledges and skills. Paragraph D.2. amended to delete reference to Rule 893.

Remove: September 15, 1986, page 2 of 2. Add: August 28, 2002, page 2 of 2.