

EVALUATION TIMELINES – CALIFORNIA SCHOOL EMPLOYEES’ ASSOCIATION

Union	Employee Status	Employee Status	Evaluation Period
CSEA Article 4	Probationary	<ul style="list-style-type: none"> A unit Member who is serving the probationary period of six (6) months <ul style="list-style-type: none"> EXCEPTION: Peace Officers – see section below 	Evaluations shall be submitted during the following timeframes: <ul style="list-style-type: none"> On or about the end of the third (3rd) month. On or about the end of the fifth(5th) month from the date of appointment to the position.
	Probationary: Peace Officers	<ul style="list-style-type: none"> A College Police Officer or Public Safety Dispatcher who is serving the probationary period of one (1) year. College Police Officers and Public Safety Dispatchers must serve a one (1) year probation period in accordance with Education Code 88013. 	Evaluations shall be submitted during the following timeframes: <ul style="list-style-type: none"> On or about the end of the third (3rd) month, On or about the end of the sixth (6th) month, On or about the end of the tenth (10th) month from the date of appointment to the position.
	Permanent	<ul style="list-style-type: none"> A unit Member who has satisfactorily completed the probation period of six (6) months. College Police Officers & Public Safety Dispatchers who have satisfactorily completed the one (1) year probationary period. 	Evaluations shall be submitted during the following timeframes: <ul style="list-style-type: none"> At least once during the fiscal year at a time designated by the District during the first five (5) years of service. After five (5) years of service in the current classification, the employee’s regular evaluation will be once every three (3) years.
	Permanent/ Probationary	<ul style="list-style-type: none"> A unit Member who has permanent status with the District but serving in a six (6) month probationary period due to a promotion in accordance with Education Code 88013. 	In the case of a promotion, performance evaluations for all permanent/probation Unit Members shall be submitted during the following time frames: <ul style="list-style-type: none"> On or about the end of the third (3rd) month On or about the end of the fifth (5th) month from the date of promotion.
	Special Evaluations	<ul style="list-style-type: none"> A unit member including Police Officers & Public Safety Dispatchers who are on either a permanent or probationary status. Special evaluations may be made on either a permanent or probationary employee when such evaluations are deemed appropriate by the employee's immediate supervisor or the Administration. 	<ul style="list-style-type: none"> Special Evaluations shall be used for the purpose of improving the performance of a bargaining Unit Member who is not meeting District standards. The evaluation must contain a description of the performance requiring improvement.