



After marking, very lightly with pencil, each factor in Section A, the evaluator shall review the report with his/her own principal or department head, if any. Markings and comments shall then be typed or inked in. Either the evaluator or reviewer (or both) shall then review the evaluation rating with the employee in a private interview.

If space for comments is inadequate, similarly dated and signed attachments may be attached *(either type written or in ink)*.

shall be observed, and are particularly important for final probationary reports. Filing dates for these are flexible, and may be filed at any time between their receipt and the printed due date.

(either new-hire or promotional) shall be evaluated no later than the _____ of probationary service and _____. Probationers may be separated *(or demoted, if permanent in a lesser class)* at any time such action is deemed necessary by the principal or department head through use of either a scheduled or an unscheduled performance evaluation report.

who have completed at least five months of service in permanent status shall be evaluated annually. Permanent employees may also be separated or demoted in the same manner as probationary employees, provided that all pertinent merit system rules and District procedures are observed.

may be filed at any time for either permanent or probationary employees.

