

2018-2019 EVALUATION TIMELINE

TASKS	<u>PROBATIONARY/ TEMPORARY</u> <i>(All Unit Members)</i>	<u>PERMANENT</u>	<u>TOA</u>	<u>POTENTIAL NON-REELECT</u>
Notify Employee of evaluation year via memo or email <i>(within first 2 weeks of employee's work year)</i>	8/13/18 (P1/Temp) 8/14/18 (P2)	8/14/18	8/3/18	8/13/18 or 8/14/18
Standards & Key Elements Conference <i>[within 10 working days of S&KE conference, provide written summary of conference to BU member]</i>	8/27/18-8/31/18 <i>(Week 4)</i> Originals Due in HR: 9/14/18	8/27/18-8/31/18 <i>(Week 4)</i> Originals Due in HR: 9/14/18	8/27/18-8/31/18 <i>(Week 4)</i> Originals Due in HR: 9/14/18	8/27/18-8/31/18 Originals Due in HR: 9/14/18
Observation #1 <i>(announced)</i> <i>[within 10 working days of each observation, hold obs conf.; within 10 working days of obs conf., provide written summary of obs. conf. to BU member]</i>	10/8/18-10/12/18 <i>(Week 10)</i> Originals Due in HR: 1/25/19	1/27/19-2/15/19 <i>(Week 22-Week 24)</i> Originals Due in HR: 4/26/19	1/27/19-2/15/19 <i>(Week 22-Week 24)</i> Originals Due in HR: 4/26/19	10/8/18-10/12/18 Originals Due in HR: 12/13/18
Observation #2 <i>(unannounced OK)</i> <i>[within 10 working days of each observation, hold obs conf.; within 10 working days of obs conf., provide written summary of obs. conf. to BU member]</i>	11/5/18-11/30/18 <i>(Week 14-Week 16)</i> Originals Due in HR: 1/25/19	-	-	11/5/18-11/16/18 Originals Due in HR: 12/13/18
Evaluation Conference #1 <i>[within 10 working days of evaluation conf., provide printed evaluation to BU member]</i>	12/10/18-12/14/18 <i>(Week 18)</i> Originals Due in HR: 1/25/19	3/11/19-4/5/19 <i>(Week 28-Week 30)</i> Originals Due in HR: 4/26/19	3/11/19-4/5/19 <i>(Week 28-Week 30)</i> Originals Due in HR: 4/26/19	12/10/18-12/12/19 Originals Due in HR: 12/13/18
Observation #3 <i>(unannounced OK)</i> <i>[within 10 working days of each observation, hold obs conf.; within 10 working days of obs conf., provide written summary of obs. conf. to BU member]</i>	1/27/19-2/15/19 <i>(Week 22-Week 24)</i> Originals Due in HR: 4/26/19	-	-	1/28/19-1/30/19 Originals Due in HR: 2/1/19
Evaluation Conference #2 <i>[within 10 working days of evaluation conf., provide printed eval to BU member]</i>	3/11/19-4/5/19 <i>(Week 28-Week 30)</i> Originals Due in HR: 4/26/19	-	-	1/31/19 Names Due in HR: 2/1/19

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<u>IMPORTANT INFORMATION</u>			
<u>PROBATIONARY/TEMPORARY</u>	<u>PERMANENT</u>	<u>NON-REELECT</u>	<u>OTHER</u>
<p><i>A complete 1st evaluation packet includes:</i></p> <ul style="list-style-type: none"> • Standard & Key Elements - Due in HR by September 14, 2018 • Observation #1 • Observation #2 • Evaluation Conference #1 - Due in HR by January 25, 2019 <p><i>A complete 2nd evaluation packet includes:</i></p> <ul style="list-style-type: none"> • Observation #3 • Evaluation Conference #2 - Due in HR by April 26, 2019 	<p><i>A complete evaluation packet includes:</i></p> <ul style="list-style-type: none"> • Standard & Key Elements - Due in HR by September 14, 2018 • Observation #1 • Evaluation Conference #1 - Due in HR by April 26, 2019 	<p><i>A complete 1st evaluation packet includes:</i></p> <ul style="list-style-type: none"> • Standard & Key Elements - Due in HR by September 14, 2018 • Observation #1 • Observation #2 • Evaluation Conference #1 - Due in HR by December 13, 2018 <p><i>A complete 2nd evaluation packet includes:</i></p> <ul style="list-style-type: none"> • Observation #3 • Evaluation Conference #2 - Due in HR by February 1, 2019 <p><i>Non-Reelect names:</i></p> <ul style="list-style-type: none"> - Due in HR by February 1, 2019 <p>• NOTE: If an employee may be a Non-Reelect, schedule evaluation conference #1 before 12/12/18 to allow sufficient time before evaluation conference #2 AND notify HR of concerns.</p>	<ul style="list-style-type: none"> • Late hires/transfers must have their Standards & Key Elements completed within 4 weeks of the day they start at your site • NOTE: For hires after 9/4/18, there must be at least 30 working days between evaluation conference #1 and evaluation conference #2

- ✓ All **original** typed documents are to be sent to Certificated Human Resources
- ✓ Please do not send one document at a time (**except for the Standards and Key Elements**). It is too difficult to track if all the appropriate documents have been turned in given the large volume of evaluations we receive each year.
- ✓ **As soon as you have a complete set for an employee, send it in. Please do not wait until the deadline.**
- ✓ Please do **NOT** staple documents. They will be stapled in HR once all the documents are received.
- ✓ Don't jeopardize the evaluation process by missing deadlines.
- ✓ If you have any questions, please call Certificated HR at Ext. 29045.