

ARTICLE XI
EMPLOYEE EVALUATION

New employees and employees in new positions shall be evaluated in writing by the principal or immediate supervisor within sixty (60) days after employment and at the end of the first year of employment. Thereafter, employees shall be evaluated in writing at least one (1) time every three (3) years. The chapter president of the union shall be notified when evaluations are due.

All written evaluations shall be based on an objective assessment of the employee's overall performance.

An evaluation conference shall be held. If an administrator(s) in addition to the supervisor will be present at the conference, the employee will be notified in advance.

Each employee shall receive a copy of the written evaluation within ten (10) working days. If any employee believes his/her written evaluation to be incomplete or inaccurate, he/she may set forth his/her position in writing and have it attached to the evaluation report to be placed in his/her personnel file. The file copy of such position will be signed by both parties to indicate an awareness of the content.