

**Novato Unified School District
Five-Year Classified Evaluation Eligibility Criteria**

The criteria listed below shall be used when considering placing a classified employee on the five-year evaluation cycle.

12:3 Permanent Evaluation Cycle

Permanent Evaluation Cycle Permanent employees are formally evaluated at least every two (2) years. The evaluation is based on work performed in the two-year (2) cycle. If the evaluator and the employee both consent, and employee with at least five (5) complete years of services in the same classification, whose most recent two (2) evaluations have been satisfactory, may agree that the employee's evaluation cycle may be extended for a period of up to five (5) years. The extension agreement shall be signed by both parties, be in writing and shall be placed in the personnel file. At any time, either the employee or the evaluator may withdraw consent. If consent is withdrawn by either the employee or the evaluator, the withdrawal shall be provided in writing to the other party and a copy sent to the Human Resources department.

A permanent employee may be evaluated more frequently if there has been:

- a) 12:3a a new assignment or significant change in the job;
- b) 12:3b an unsatisfactory evaluation in the previous cycle;
- c) 12:3c significant improvement in job performance;
- d) 12:3d a decline in performance since the last evaluation;
- e) 12:3e a request from the employee.

I agree to the above stipulations to be placed on the 5-year evaluation cycle.

Classified Employee Signature

Date

Site Administrator

Date

Please returned signed form to Human Resources

Human Resource Dept. USE ONLY:

Received Date: _____

HR Personnel Signature: _____