



**AGENDA**

**Regular Meeting**  
**Tuesday, June 9, 2009 – 4:15 p.m.**  
**Board Room – District Office**

AGENDA POSTED: June 5, 2009 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: \_\_\_\_\_ Time: \_\_\_\_\_

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Speed Castillo	_____	_____
Vice-Chairperson	Audrey Cherep	_____	_____
Commissioner	Ron Costello	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Speed Castillo, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS (REQUEST TO SPEAK TO AGENDA (NON-AGENDA) ITEMS)**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda (no action will be taken at this time).

5.0 **GENERAL FUNCTIONS**

5.1 Approve the agenda as submitted or amended. **Reference** Action  
 Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.2 Approve minutes of regular meeting of May 12, 2009. **Exhibit A**  
 Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.3 Communication No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan) **Exhibit B** No Action Required

6.2 Certification/ratification of eligibility lists **Exhibit C**  
 Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

6.2.1 Health Services Technician I

## AGENDA

Regular Meeting  
Tuesday, June 9, 2009 – 4:15 p.m.  
Board Room – District Office

- 6.2.2 Approve the extension of the Maintenance Service Worker eligibility list established February 12, 2008 until June 30, 2009. **Exhibit D**

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

### 7.0 CLASSIFICATION AND SALARY

None

### 8.0 RULES AND REGULATIONS

- 8.1 Approve Chapter 11 of the Personnel Commission Rules

**Exhibit E**

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

- 8.2 Personnel Commission Rules, Chapter 12, First Reading

**Exhibit F**

No Action Required

- 8.3 Personnel Commission Rules, Chapter 13, First Reading

**Exhibit G**

No Action Required

### 9.0 CLOSED SESSION

- 9.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Appeal Decision on:

Case # HR-2008-09-01

Adjourn to Closed Session \_\_\_\_\_ p.m.

Reconvened to Regular Meeting \_\_\_\_\_ p.m.

Action taken in Closed Session.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

### 10.0 OTHER

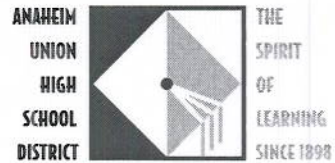
- 10.1 Unfinished Business

No Action Required

- 10.2 Commissioner's Comments

No Action Required

**The Personnel Commission  
Anaheim Union High School District  
501 Crescent Way • Post Office Box 3520  
Anaheim • California 92803•3544**



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**AGENDA**

**Regular Meeting  
Tuesday, June 9, 2009 – 4:15 p.m.  
Board Room – District Office**

**11.0 NEXT REGULAR MEETING**

Discussion regarding the next regular meeting date.

Date:  
Time:  
Location

**12.0 ADJOURNMENT: \_\_\_\_\_ p.m.**

## MINUTES

**Regular Meeting**  
**Tuesday, May 12, 2009 – 4:15 p.m.**  
**Board Room – District Office**

### 1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Speed Castillo at 4:15 p.m.

### 2.0 ROLL CALL

Present: Speed Castillo, Chairperson, Audrey Cherep, Vice Chairperson, and Victoria Wintering, Executive Director.

### 3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Speed Castillo led the Pledge of Allegiance to the Flag of the United States of America.

### 4.0 PUBLIC COMMENTS

None

### 5.0 GENERAL FUNCTIONS

5.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission adopted the agenda.

5.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of April 14, 2009.

5.3 Budget Discussion

The Personnel Commission discussed the 2009-2010 budget.

5.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission opened a public hearing on the 2009-2010 Personnel Commission budget at 4:18 p.m.

There were no requests to speak.

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission closed the public hearing at 4:25 p.m.

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission accepted the 2009-2010 Budget.

5.5 Communication

## MINUTES

Regular Meeting  
Tuesday, May 12, 2009 – 4:15 p.m.  
Board Room – District Office

### 6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

### 7.0 CLASSIFICATION AND SALARY

7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission abolished the job classification of Instructional Assistant-Bilingual at salary range 47-CSEA.

### 8.0 RULES AND REGULATIONS

8.1 Personnel Commission Rules, Chapter 11, First Reading.

8.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the Personnel Commission Rules Chapter 9.

8.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the Personnel Commission Rules Chapter 10.

### 9.0 CHARGES AND HEARINGS

None

### 10.0 OTHER

10.1 Unfinished Business

Dr. Wintering discussed the request of a classification study on an Office Assistant position at Gilbert West. The position is currently held by Kathryn Saindon who may be performing duties that are characteristic of the Secretary classification.

10.2 Commissioner's Comments

### 11.0 NEXT REGULAR MEETING

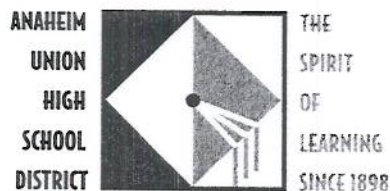
Date: Tuesday, June 9, 2009  
Time: 4:15 p.m.  
Location: Board Room

### 12.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:45 p.m.

TEST PLAN

Classification	Health Services Technician I
Req to test rec'd	3/27/2009
Posted	4/2/2009
Closed	4/23/2009
Days Posted	15
Field of Competition	Open
NCLB Test	None
Written Test	5/5/2009
Oral/Perf Test	5/21/2009
Bilingual Certification	6/9/2009
List Established	6/9/2009
Bus. Days from Closing	MT
Recruiter	MT



## ANAHEIM UNION HIGH SCHOOL DISTRICT

## PERSONNEL COMMISSION

ELIGIBILITY LIST NO. H09-01-09

POSITION: **HEALTH SERVICES TECHNICIAN I  
OPEN**

DATE ADVERTISED: 4/2/09 - 4/23/09


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NUMBER OF APPLICATIONS RECEIVED:	111
NUMBER OF APPLICANTS ADMITTED TO EXAM:	50
DATE OF WRITTEN EXAM: 4/5/09	
NUMBER OF APPLICANTS PARTICIPATING IN EXAM:	39
NUMBER OF APPLICANTS PASSING EXAM:	19
DATE OF ORAL EXAMINATION: 5/21/09	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM:	18
NUMBER OF APPLICANTS PASSING ORAL EXAM:	16

<b>NUMBER CERTIFIED ON CURRENT ELIGIBILITY LIST:</b>	<b>16</b>
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## RATERS:

Connie Chairez – Health Technician, Magnolia School District  
 Maria Fernandez – Office Assistant – Health Assistant, Anaheim City School District  
 Jane Kelley – Nurse, Anaheim Union High School District  
 Susan Williams – Sr. Clerk Typist, Westminster School District

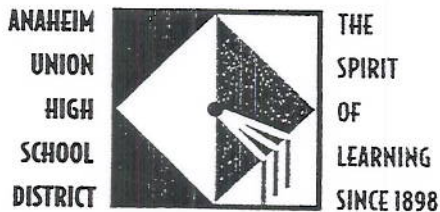
  
 VICTORIA WINTERING, DIRECTOR  
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: June 9, 2009

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission  
 501 Crescent Way • Post Office Box 3520  
 Anaheim • California 92803•3544  
 Tel: 714•999•3548 Fax: 714•520•9752  
 We are an Equal Opportunity District



ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 ELIGIBILITY LIST NO. M15-01-07

POSITION: MAINTENANCE SERVICE WORKER  
 DUAL CERTIFICATION

DATE ADVERTISED: 11/08/07 – 12/03/07

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NUMBER OF APPLICATIONS RECEIVED:	37
NUMBER OF APPLICANTS ADMITTED TO EXAM:	35
DATE OF WRITTEN EXAM: 12/12/07	
NUMBER OF APPLICANTS PARTICIPATING IN EXAM:	34
NUMBER OF APPLICANTS PASSING EXAM:	13
DATE OF ORAL EXAMINATION: 01/09/08	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM:	12
NUMBER OF APPLICANTS PASSING ORAL EXAM:	11

NUMBER CERTIFIED ON CURRENT ELIGIBILITY LIST:	11
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RATERS:  
 George Grabarkewitz – Construction Supervisor, Montebello Unified School District  
 Bill Daw – Maintenance Supervisor, Long Beach Unified School District

*Victoria Wintering*  
 VICTORIA WINTERING, DIRECTOR  
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: February 12, 2008

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission  
 501 Crescent Way • Post Office Box 3520  
 Anaheim • California 92803•3544  
 Tel: 714•999•3548 Fax: 714•520•9752  
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**TRANSFER OF EMPLOYEES**  
~~CHANGES IN POSITION AND CLASS (6.2)~~

11.1 Transfer (~~6.2.1~~)

**11.1.1 Definition of Transfer**

For purposes of this Rule, a vacancy shall occur when a new position is created or an existing position becomes vacant.

- A. A position transfer means the relocation of an employee between job sites or between departments, within the same classification.
- B. A lateral transfer is the transfer of an employee to a position in a similar or related class with the same salary range.

**11.1.2 Position Transfer**

A ~~position permanent employee transferred~~ may be **initiated by the District or at his/her the request of the employee.** ~~An A permanent employee may be transferred to request a position transfer if in a related class on the same salary schedule the employee has permanent status. District initiated position~~ Such transfers shall ~~may be make only~~ **made at any time** or for the good of the ~~classified~~ service with the approval of the Personnel Director. **Transfers shall be governed by the following:**

- A. An employee who is to be transferred shall be **notified in writing by the District at least five (5) working days prior to the effective date of the transfer.**
- B. ~~When a transfer is which not voluntary~~ **initiated by the District the employee may request a conference or written statement regarding the reasons for the transfer. Upon such request, the District shall be discussed with the employee by his/her immediate supervisor provide a written statement of the reasons for any the transfer or meet with the employee and provide the reasons prior to the effective date of the transfer. The reasons for the transfer shall be clearly stated to the employee in ordinarily and concise language understandable by the employee.**
- C. ~~Employees Transfer shall not be transferred for used as a device to alter the effects of impending layoff, although employees whose positions are to be eliminated may transfer to other classes as this rule contemplates from a position to another in the same class at the discretion of the department head(s) involved, provided that such action shall not be taken for. punitive or preferential reasons~~ **disciplinatory** ~~provisions of these Rules.~~
- D. **Employees may appeal a transfer on grounds that the District did not comply with the procedures set forth in these Rules.**

### 11.1.3 Submission of Request for Transfer

~~An A permanent classified employee~~ **may request a** ~~desiring a voluntary transfer~~ **by submitting a completed "Request to Transfer" to Human Resources.** ~~Consideration shall be given to according to these procedures properly submitted requests for transfer.~~ **Transfer requests will be held on file for transfer consideration until the following June 30.**

~~Transfer requests while on file in the Classified Personnel Office will be kept confidential. Classified employees may contact the Classified Personnel Office to obtain information concerning current openings.~~

~~When vacancies occur, all employees who have current "Request for to Transfer" on file with the Classified Personnel~~ **Human Resources** ~~Office, will be notified of the vacancy and given the opportunity to interview for the position.~~

~~The Classified Personnel~~ **Human Resources** ~~Office shall notify those individuals interviewed for a specific vacant position of the hiring supervisor's recommendation.~~

### 11.1.4 Lateral Transfer

**Lateral transfers shall first be approved by the Human Resources Personnel Director and ratified by the Commission. Determination** ~~determine of~~ **whether classes are sufficiently related to permit transfer between them** ~~It shall be based on the consider~~ **similarity of duties, minimum qualifications, examination content occupational group, and promotional field (above and below) and other related factors. Lateral transfer candidates shall be certified for a vacant position in addition to all other eligibles for interview.**

~~In general, more latitude in transfers is permitted:~~

- ~~1. As the employee's seniority in the classified service increases.~~
- ~~2. When the transfer request is based on re-classification, impending layoff, or for reasons of health.~~
- ~~3. When the employee meets the minimum requirements for the class.~~

### 11.1.5 No Adverse Effect From Transfer

~~Transfer shall be made without~~ **not change the employee's range and step placement on in the salary rate schedule, salary increment date, anniversary date accumulated illness leave and accumulated vacation credit or otherwise adversely affect the employee's rights except as provided in these Rules.**

### 11.1.6 Seniority Credit Upon Transfer

~~Transfers shall have the following effect on seniority:~~

- ~~A. There shall be no effect upon seniority when both positions are Within in the same class~~ **none..**

**B. When the transfer is to a position in** ~~From one class another class-~~ the employee ~~shall not receive,~~ seniority credit in the new class **shall commence with the employee's first day of paid service in the new class. The employee** ~~however he/she shall retain such credit and seniority for~~ **in the service in other classes former class as well as total** seniority in the classified service **with the District.**

~~A permanent employee who transfers to a position in a related class (as described in subsection E), shall not advance on the salary schedule upon completion of the probationary period in the new class.~~

## **11.2 Demotions (6.2.2)**

### **11.2.1 Voluntary Demotions**

A permanent employee may request a voluntary demotion to a **vacant position in a class with a lower maximum salary rate, provided that the employee has previous permanent status in that class or the Human Resources Director has determined that the classes are sufficiently related to permit a demotion based on similarity of duties, minimum qualifications, examination content and other related factors and the request for demotion is to a related class in the same occupational group. All demotion** Such requests **shall** require the approval of his/her department head and that of the head of the department to which he/she is to be assigned **the Human Resources Director. Demotion candidates shall be certified for a vacant position in addition to all other eligibles for interview.**

- A. **A permanent employee may take a voluntary demotion to remain in a current position rather than being reassigned.**
- B. **A permanent employee may accept a temporary demotion on a voluntary basis to fill a limited-term position or a summer assignment.**
- C. **A voluntary demotion is available to a privilege probationary employee, who does not hold permanent status in the District, only in cases when he/she would otherwise be lieu of layoff laid and according to this Rule for lack of work or lack of funds.**
- D. **An permanent employee who demotes** transfers to a position in a class in **where permanent status** which he/she has not previously completed a **been held** probationary period, shall **complete the appropriate** be considered probationary **period in the new** that class. for a period of six months (130 working days) or one full work year for all management employees. At any time during the probationary period he/she may be returned (Transferred) to his/her former class without right of appeal, unless such action results in layoff, demotion, or reduction in assigned time. In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.

E. **Salary placement for employees who demote to a class with a lower maximum salary rate shall be in accord with these Rules.**

~~An employee who has taken a voluntary demotion may be restored to his/her former class or to a related lower class, as determined by the Personnel Director, within 39 months. Except when demotion was chosen in lieu of layoff, restoration is discretionary with the appointing authority.~~

~~An employee who has accepted demotion in lieu of layoff for lack of work, lack of funds, or abolishment, or reclassification of his/her position, has the right to be re-employed, in accordance with his/her seniority, in his/her former class within 39 months after demotion. Intervening re-assignments to other classes shall not abrogate that right.~~

Reference: Education Code 45272

11.2.2 **Involuntary Demotion**

Involuntary demotion is a disciplinary action for cause and is subject to the **disciplinary** ~~pertinent rules and procedures~~ **in these Rules.**

11.2.3 **Reinstatement of Former Employees**

A former permanent employee who resigned in good standing may be reinstated **to a vacant position** in his/her a former class and status within thirty-nine (39) months of the last date of paid service. **In addition, Also, he/she the former employee** may be re-employed **reinstated to a vacant position** in a lower related class if qualified, ~~or in limited term status in the same or lower class in a lower related class, if.~~ Such actions are discretionary with the appointing authority **approved by the Human Resources Director. The determination of whether the class is sufficiently related to permit reinstatement shall be based on the similarity of duties, minimum qualifications, examination content and other related factors. Reinstatement actions are discretionary with the District.**

11.2.4 Restorations (~~6.2.3~~)

**The restoration of a current employee or the reinstatement or reemployment of a former employee shall have the following effects:**

**A former employee reinstated** ~~Restoration to a position in a former class shall be placed at the same salary the former step in the salary range for the class or as when the person left the District, and on the current salary range for the classification.~~ **If re-employed reinstated** in a lower **related** class, **the employee is placed at** ~~to the rate closest to that of the step to which he/she would be assigned if he/she were reinstated in his/her former class.~~

**A current employee being restored to a former higher class would be placed on the salary range of the higher class and then to the step required in these Rules as if the employee was receiving a promotion.**

**A reinstated former employee** ~~If restored to permanent status receives restoration of accumulated sick leave and seniority is mandatory as of the date of separation.~~

**A reinstated Restoration former employee receives restoration of the former anniversary date, but without step advancement credit for the off-duty period deducting the time away from the District and without step advancement credit for the break in service.**

**A reinstated former employee receives restoration of any longevity granted prior to resigning, without longevity or step advancement credit for the break in service.**

Reference: Education Code 45309

## RULE 12

## EMPLOYEE PERSONNEL FILES

## 12.1 Personnel Files

## 12.1.1 Maintenance of File

The District shall maintain an official employee personnel file for each employee.

Reference: Education Code 44031

## 12.1.2 Inspection of Personnel File by Employee

An employee shall have the right to inspect their personnel file upon request. Such inspection shall take place during regular business hours at a time when the employee is not working or the employee may be released by their supervisor for this purpose. An employee shall have access to all materials that may affect their employment status in the personnel file, except that such materials subject to inspection shall not include confidential ratings, reports or records which were:

Obtained prior to the person's employment.  
Prepared by identifiable examination committee members.  
Obtained in connection with a promotional examination.

Reference: Education Code 44031  
Government Code 6254

## 12.1.3 Inspection of Personnel File By Others

The employee personnel file shall be available for inspection by authorized Human Resources staff and the immediate supervisor of the employee. An employee may authorize inspection of the personnel file by another person if written permission is provided.

## 12.1.4 Personnel File Log

Human Resources shall maintain a log indicating the persons who have examined a personnel file as well as the date such examinations were made. Such log shall be made available to the employee or the employee's representative (with written permission). Human Resources employees who need access to personnel files in the normal course of their duties shall not be required to log the use of files.

## 12.1.5 Derogatory Information

Information of a derogatory nature shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. Such review shall take place during normal business hours and without loss of pay to the employee. The affected employee shall be furnished with a copy of the proposed material ten (10) working days prior to it being placed in the personnel file. An employee shall have the right to enter, and have attached to any derogatory material, their own statements.

## 12.1.6 Signature/Date Required

**Any person who places derogatory written material or drafts written material for placement in an employee personnel file shall sign the material and identify the date the material was prepared. Any written material placed in a personnel file shall indicate the date placed in the file.**

#### **12.1.7 Appeal of Placement of Material in File**

**An employee may appeal the placement of derogatory material in the personnel file through the commission grievance procedure. The time line for appeal shall be within the ten (10) working day inspection period prescribed by this Rule or within ten (10) working days of when the employee found out the derogatory material was in the file. The only cause for appeal shall be a claim that a Rule of the Commission has been violated.**

#### **12.1.8 Removal Of Derogatory Material**

**If the Commission sustains a grievance, the Commission shall recommend to the District that the derogatory material be removed from the employee's personnel file. At the point that the grievance is not sustained by the Commission or the time period for filing a grievance related to derogatory information has passed without the filing of a grievance, the derogatory material shall be considered a classified permanent record, and shall not be removed.**

## RULE 13

## PERFORMANCE EVALUATION (6-3)

**13.1 General Policy****13.1.1 Policy Statement**

**The employee performance evaluation report serves as an important tool for both supervisors and employees to ensure efficient work performance. Performance evaluations are designed and intended to provide an objective determination of employee skills, ability performance and work behavior.**

**13.1.2 Administration of Performance Evaluation System**

**Human Resources, shall administer a performance evaluation for classified employees. Human Resources shall be responsible for ensuring that evaluations are properly completed, submitted and place in employee personnel files.**

**13.1.3 When Evaluations Are to be Made (6-3-1)**

All regular classified employees shall be evaluated by their immediate supervisor in accordance with the following schedule:

- A. Probationary employees **shall be evaluated at least by** the end of the third and fifth months of service. **Employees with a one (1) year probationary period shall be evaluated at least by** ~~In administrative and executive classes the end of the fourth,~~ eighth and eleventh months of service.
- B. Permanent employees **shall be evaluated** at least every other year; no later than May 15.
- C. **Special evaluations may be given and at any time during the year if deemed necessary by the immediate** the supervisor. **A special evaluation for unsatisfactory performance shall be made not later than thirty (30) calendar days after the immediate supervisor becomes aware that the unsatisfactory performance has taken place.** ~~at any time feels that an evaluation would benefit the work performance of an employee~~  
Employees who are transferred will be evaluated at the end of the third and fifth months of service in their new assignment.

**13.1.4 Evaluation Rater Procedure to be Followed (6-3-2)**

Employees ~~are to be evaluated~~ which shall prepared by the **their** immediate supervisor ~~if possible~~. **The immediate supervisor is an employee in a higher classification, designated as supervisory or management who assigns, checks and supervises the majority of the employee's work.**

- A. **Evaluations** ~~The~~ shall be made in a meeting between the employee and immediate supervisor. **The inability or refusal of an employee to attend a meeting on reasonable notice shall not invalidate the performance evaluation.** ~~present the performance evaluation report to the employee and shall discuss it with him/her. The evaluation form shall be signed by the employee to indicate receipt, and he/she shall be given a signed copy~~
- B. **In cases where an employee is assigned to more than one (1) department, site and/or classification, the employee shall receive a joint evaluation.**



- C. **Only designated supervisory or management employees may rate and sign the evaluation form. Supervisors may receive input from employees having a lead function over the employee to be evaluated.**

#### **13.1.5 Evaluation Forms**

Performance evaluations reports shall be made on forms prescribed ~~adopted~~ by the ~~commission~~ **District and Unions.**

#### **13.1.6 Evaluation Meeting**

**In presenting the performance evaluation form, the supervisor shall hold a meeting with the employee to discuss performance issues. Performance evaluation meetings shall be held during the employee's normal work time and without loss of pay. The meeting shall be scheduled by the supervisor to allow adequate time for a discussion with and by the employee.**

#### **13.1.7 Documentation**

**Evaluations which contain ratings of outstanding or unsatisfactory regarding the employee's performance shall include substantiating comments or documentary evidence.** ~~The form shall be reviewed by the next higher supervisor and, if requires improvement or not satisfactory is indicated, by the department head~~

#### **13.1.8 Recommendations for Improvement**

**Evaluations of unsatisfactory shall include specific recommendations for improvement. Unsatisfactory evaluations shall include a written improvement plan. The written improvement plan shall include specific comments or documentary evidence of the unsatisfactory performance or behavior. The improvement plan shall provide written guidance to assist the employee in correcting any deficiencies and improving performance. The improvement plan shall also include steps the supervisor will take to assist the employee with the improvement plan.**

#### **13.1.9 Signature on Form**

**The completed evaluation form shall be signed by the evaluator and the employee being evaluated. The employee signature indicates that the evaluation has been seen, discussed with the employee and a copy has been received.**

**The employee signature shall not be construed to mean that the employee necessarily agrees with the content of the evaluation.**

#### **13.1.10 Distribution of Evaluation**

**The completed performance evaluation reports shall be distributed as follows:**

- A. **The original shall be sent to Human Resources, for filed inclusion in the employee personnel records file.** ~~and shall be available for review in connection with promotional examinations and disciplinary actions~~
- B. **The second copy shall be given to the employee being evaluated.**
- C. **The third copy is retained by the evaluator.**

**13.1.11 The employee shall have ten (10) working days from the date of the evaluation meeting to submit to Human Services written comments and/or documentary evidence to refute or rebut any rating or comment in the evaluation. Employee submissions shall be attached to the evaluation form prior to placement in the employee's personnel file. A copy of the attachment shall then be forwarded to the evaluator.**

**13.1.12 Appeals Process(6.3.3)**

**An employee may use the Any grievance procedure in these Rules only on the grounds that the evaluation under this section shall be limited to a claim above procedures have been not been followed violated in the preparation or completion of the performance evaluation form.**