

6. Any materials placed in the personnel file shall contain the date on which such material was originated and the name of the person who originated the document.
7. No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the district.

SECTION III – EVALUATIONS

A. Probationary Employees

1. New employees of the district shall serve a one-year probationary period before becoming permanent.
2. Probationary Supervisory/Confidential employees shall be evaluated four (4) times during the initial probationary period during the 3rd, 6th, and 9th month of their assignment, except for extenuating circumstances, and then at their one year scheduled evaluation period.
3. Employees who have been employed by the district for one year or more but who are promoted or transferred shall serve a probationary period of six (6) months in the new position. Employees shall be evaluated two (2) times during the six month probationary period, usually during the 3rd month of their assignment, and again prior to the completion of their six month probationary period.
4. Any employee who is unsuccessful in passing a promotional probationary period because of the employee's performance shall have reversion rights to his/her former or equivalent position. If neither the employee's previous position nor an equivalent position is available, the employee will have the right of first refusal to the next opening in an equivalent position. Upon reverting back to his/her former or equivalent position, the employee shall receive the former salary, work hours, and monthly assignment.

B. Permanent Employees

1. Permanent Supervisory/Confidential employees will be evaluated annually using the Employee Evaluation Report A form and may be evaluated more frequently as deemed necessary by the employee's immediate supervisor.
2. The Classified Performance Evaluation Instructions & Guide is the only guide to be used in completing the evaluation.
3. The evaluation will be based upon the observation and/or investigation by the evaluator. Evaluations will be done only by the employee's immediate supervisor as defined in number 5 below. If the current immediate supervisor has not been in this position for at least half of the evaluation period, the evaluation will be done in consultation with the next line level supervisor.
4. Any evaluation with an "improvement needed" or "unsatisfactory" rating in any category shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made.
5. For evaluation purposes, "immediate supervisor" is defined as the lowest level supervisor/manager assigned to supervise the employee. In the absence of the immediate supervisor/manager, the next line level supervisor will serve as the evaluator.
6. No evaluation of any employee shall be placed in any personnel file without the opportunity for discussion between the employee and the evaluator. Each Supervisory/Confidential employee shall be required to sign a copy of the evaluation, which shall be retained by the district. The

immediate supervisor shall provide a signed copy of the evaluation to the Supervisory/Confidential employee.

7. The Supervisory/Confidential employee's signature on the evaluation does not necessarily signify agreement with the evaluation. A Supervisory/Confidential employee not in agreement with the evaluation shall have the right to respond to such evaluation in writing within ten (10) working days from the date the employee received evaluation from his/her immediate supervisor.

SECTION IV - HOURS, OVERTIME, AND ALLOWANCES

A. Work Year

1. The normal work year shall begin on July 1 and end twelve (12) months later on June 30.

B. Standard Workweek and Workday for Non-Exempt Employees

1. The standard workweek for full-time employment shall be five (5) consecutive days, determined by the district as not less than thirty-seven (37) hours per week. The standard workday for full-time Supervisory/Confidential employees shall consist of not less than seven (7) nor more than seven and one half (7.5) hours per day, exclusive of the unpaid lunch period as determined by the district. Employees are required to report for duty at the assigned time.

C. Alternative Work Week

1. Any alternative work schedule for a Supervisory/Confidential employee must not adversely affect the normal operations of his/her department. Fiscal neutrality and a continued or improved level of service must be maintained. Any alternative schedule must adhere to the guidelines of this section.
2. A full-time Supervisory/Confidential employee and his/her immediate supervisor with the approval of the cabinet-level administrator and the superintendent/president and in consultation with human resources may agree to a permanent or temporary alternative work schedule that is not less than 37 hours per week.
3. No additional shift differential stipends will be generated and overtime or compensatory time off will not be granted unless hours worked exceed the scheduled workweek.
4. Employees not working a standard work week during a week in which there is a district holiday will revert back to a standard work week.
5. For purposes of calculating leave time used during an alternative schedule, accrued leave days will be converted to hours when used.

D. Meal Period for Non-Exempt Employees

1. Supervisory/Confidential employees working more than five (5) consecutive hours per day shall be entitled to an unpaid, uninterrupted meal period of not less than thirty (30) minutes nor more than one (1) hour.
2. The time scheduled for the meal period shall be assigned by the employee's immediate supervisor.
3. An employee required to work during his or her lunch period shall receive a full, uninterrupted lunch period during the workday, or overtime.