# 2016-2017 CVPPA Evaluation Timeline

<table>
<thead>
<tr>
<th>Notify employee of evaluation year</th>
<th>Non-reelects ONLY</th>
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<th>At least one complete formal observation form for every evaleeutee</th>
<th>Conference between evaluator and evaleeutee to discuss and sign final evaluation</th>
<th>Completed Evaluation forms for every evaleeutee being evaluated should be sent to Personnel Office.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Later Than 9-02-16</td>
<td>No Later Than 12-02-16</td>
<td>1-20-17</td>
<td>1-27-17</td>
<td>2-07-17</td>
<td>3-01-17</td>
<td>No Later Than 04-21-17</td>
<td>Complete Elem. 5-05-17 Sec. 5-05-17 Due in Personnel Office by 5-19-17</td>
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</tbody>
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An evaleeutee that may end up an overall unsatisfactory evaiuation or a needs improvement should not be surprised at the final evaluation meeting. Please make sure every evaleeutee is provided documented support and ongoing communication that improvement must be made. This communication should start as early as possible.

*NON-REELECTS/Probationary I and II*

Principal and/or immediate supervisor must complete observation and evaluation by January 13, 2017, and the name, paperwork, completed evaluation packet and a short letter explaining why this employee should be non-reelected is due to Certificated Personnel by January 20, 2017.

## PERMANENT

A complete evaluation packet for a Permanent employee includes the following:

- At least one observation
- One evaluation

In the event that the evaluator deems the evaleeutee needs improvement or unsatisfactory in his/her performance, the evaluator will so indicate in the written statement on the observation/evaluation form, listing suggestions for improvement. The evaluator shall confer with the evaleeutee, making specific recommendations as to areas of improvement, and endeavor to assist him/her in such performance. Additional observations and review conferences may be conducted as necessary.

The completed evaluation packet is due to Certificated Personnel by May 19, 2017.

## TEMPORARY, PROBATIONARY I and II

A complete evaluation packet for a Temporary or Probationary employee includes the following:

- At least one observation
- Evaluation Conference

In the event that the evaluator deems the evaleeutee needs improvement or unsatisfactory in his/her performance, the evaluator will so indicate in the written statement on the observation/evaluation form, listing suggestions for improvement. The evaluator shall confer with the evaleeutee, making specific recommendations as to areas of improvement, and endeavor to assist him/her in such performance. Additional observations and review conferences may be conducted as necessary.

The completed evaluation packet is due to Certificated Personnel by May 19, 2017.