

**EVALUATION TIMELINES – CONFIDENTIAL EMPLOYEES**

Union	Employee Status	Employee Status	Evaluation Period
<b>Confidential</b>  <a href="#">Section 2</a>	Probationary	<ul style="list-style-type: none"> <li>A confidential employee who is serving the probationary period of six (6) months.</li> </ul>	Progress evaluations shall be submitted during the following time frames: <ul style="list-style-type: none"> <li>On or about the end of the third (3rd) month</li> <li>On or about the end of the fifth (5th) month</li> </ul>
	Permanent	<ul style="list-style-type: none"> <li>Confidential employees who have satisfactorily completed the probation period of six (6) months.</li> </ul>	Progress evaluations shall be submitted during the following timeframes: <ul style="list-style-type: none"> <li>At least once during the fiscal year at a time designated by the District during the first five (5) years of service.</li> <li>After five (5) years of service in the current classification, the employee’s regular evaluation will be once every three (3) years.</li> </ul>
	Special Evaluations	<ul style="list-style-type: none"> <li>May be made on either permanent or probationary status employees.</li> </ul>	<ul style="list-style-type: none"> <li>Special evaluations may be made at other-than specified times upon the request of the employee’s supervisor or the Administration.</li> </ul>