

## FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**Personnel****EVALUATION OF CERTIFICATED, CLASSIFIED, MANAGEMENT, SUPERVISORY, CONFIDENTIAL, CERTIFICATED/CLASSIFIED UNREPRESENTED EMPLOYEES**Policy Statement:

The County Superintendent believes regular, comprehensive evaluations shall be designed to hold management, supervisory, confidential, classified unrepresented (MSCCU), certificated and classified employees of the Office of the Fresno County Superintendent of Schools (FCSS) accountable for their performance to ensure on-the-job effectiveness. Evaluations shall be linked to the FCSS vision and goals.

Evaluations shall be used to recognize the exemplary skills and accomplishments of FCSS employees, and to identify areas needing improvement. When areas of improvement are identified, the FCSS expects employees to accept responsibility for improving their performance and encourages them to take initiative to request assistance as necessary, including participation in appropriate staff development and/or individualized support and guidance programs.

The performance evaluation of all MSCCU, certificated and classified employees shall operate under the following guidelines and in compliance with applicable bargaining unit agreements.

**QUICK LINKS**

[Certificated Evaluation](#)  
[Classified Evaluation](#)  
[Management Evaluation](#)  
[Supervisory/Confidential/Classified Unrepresented Evaluation](#)  
[Classified Bargaining Unit Agreement](#)  
[Certificated Bargaining Unit Agreement](#)

Classified Employees:

Refer to Article 10 of the CSEA Bargaining Unit Agreement for additional evaluation procedures.

Certificated Employees:

Refer to Article 6 of the CTA Bargaining Unit Agreement for additional evaluation procedures.

Frequency of Evaluations: Classified and Certificated Bargaining Unit Members shall be evaluated in accordance with applicable bargaining unit agreement and the following:

Regular/Permanent (tenured/non-tenured) Unit Members with more than two (2) years of service shall be evaluated as follows:

- Legal Last name beginning with the letter A - L  
Final evaluations are due to the Human Resources Department no later than May 1 of every **odd** school year. (e.g. May 1, 2027; May 1, 2029; May 1, 2031).
- Legal Last name beginning with the letter M - Z  
Final evaluations are due to the Human Resources Department no later than May 1 of every **even** school year. (e.g. May 1, 2026; May 1, 2028; May 1, 2030).

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Management, Supervisory, Confidential, Certificated/Classified Unrepresented (MSCCU) Employees:

Frequency of Evaluations: A probationary MSCCU employee shall be evaluated at about the end of the third and fifth month of the probation period.

The fifth month evaluation shall contain the Evaluator's recommendation concerning permanency for all classified unrepresented, classified management, supervisory and confidential employees, and must be done within thirty (30) days of the end of the probationary period. The probationary period for a classified MSCCU employee shall be six (6) months or 130 days of paid service, whichever is longer, from the date of hire in a specific position classification. "Paid service" shall include vacation and holidays but does not include sick leave or extended sick leave (5 or more consecutive days). Evaluation deadlines may be extended when MSCCU employees are on sick leave or extended sick leave.

The fifth month evaluation shall contain the Evaluator's recommendation concerning on-going employment for all certificated management employees and must be done within thirty (30) days of the end of the first six (6) month period of employment in their assignment.

After completion of the probationary period, all MSCCU shall be evaluated by the end of their second year in their assignment.

All MSCCU employees with more than two (2) years of service shall be evaluated as follows:

- Legal Last name beginning with the letter A – L:  
Final evaluations are due to the Human Resources Department no later than May 1 of every **odd** school year. (e.g. May 1, 2027; May 1, 2029; May 1, 2031).
- Legal Last name beginning with the letter M – Z:  
Final evaluations are due to the Human Resources Department no later than May 1 of every **even** school year. (e.g. May 1, 2026; May 1, 2028; May 1, 2030).

A performance evaluation may be held more often at the request of the evaluatee or direction of the evaluator.

If a MSCCU employee is scheduled to be evaluated during a particular fiscal year but is granted a leave of absence for an extended period of time, such evaluation shall take place during the first year of returning to duty.

Upon written request, the FCSS may grant less frequent evaluations, and by means other than the prescribed evaluation form. This request, by the evaluator, must state the reason(s) and establish a projected time-period when the evaluation will be conducted.

MSCCU employees who received a position change or a promotion will be deemed "probationary" in their new assignment and shall be evaluated at the end of the third and fifth month in the new position classification. The fifth month evaluation must contain the evaluator's recommendation for continuance in the position. Should the employee be recommended for continuance in the position, evaluations shall be administered under the same frequency provisions as stated above.

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS****Evaluation Guidelines:**

The County Superintendent shall establish clear, objective criteria for evaluations based on the job responsibilities of each MSCCU position.

MSCCU evaluations shall be documented on the applicable employer generated form as follows:

- a. The Management Evaluation form shall be used for all positions on the Management salary schedule.
- b. The Supervisory/Confidential/Classified Unrepresented Evaluation form shall be used for all positions on the Supervisory/Confidential/Classified Unrepresented Salary Schedule.
- c. The following positions on the Pupil Services Salary Schedule shall be evaluated on the Supervisory/Confidential/Classified Unrepresented Evaluation form:
  - i. Behavioral Health positions with the Job Code Numbers: 169, 170, 127, 133.
  - ii. Pupil Services positions with Job Code Numbers: 294, 535.
- d. All other positions on the Pupil Services Salary Schedule shall be evaluated on the Management Evaluation form.

The evaluation form shall be dated and signed by the MSCCU employee and the evaluator.

The MSCCU employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the MSCCU employee's personnel file.

**ADDITIONAL PROVISIONS:**

- The Department/Program Supervisors have the responsibility to make certain all employees receive their scheduled evaluation by the specified due date.
- The Human Resources Department will forward a list of all employees requiring an evaluation to the Department/Program Supervisors in September and March of each fiscal year. Human Resources will generate reminder notifications to program administration on a regular, as needed, basis.

Adopted: 07/01/1996

Amended: 05/02/2005; 09/18/2006; 01/09/08; 09/26/2012; 07/01/2016; 03/25/2019; 01/01/2020; 04/17/2020; 04/21/2021; 06/19/2025

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