

**San Diego Education Association
Proposal To
Gompers Preparatory Academy**

ARTICLE 13: EVALUATION

**GPA Proposal Passed 4/25/19
SDEA Counter Passed 7/16/19
GPA Counter Passed 11/22/19
SDEA Counter Passed 12/13/19
GPA Counter Passed 1/27/20
SDEA Counter Passed 2/10/20**

6.1 Evaluations

- 6.1.1 Unit members will be formally evaluated on an annual basis on a variety of criteria including but not limited to the unit member's implementation of GPA's belief system, mission and vision; implementation of GPA's culture; implementation of areas of GPA's professional development; and satisfactorily meeting the California Standards for the Teaching Profession.
- 6.1.2 The formal evaluation process will also include a minimum of one (1) observation per school year conducted by GPA's Director/Superintendent and/or a designated Leadership team member. Observations used as part of the formal evaluation process shall be scheduled in advance.
- 6.1.3 GPA will provide each unit member with the unit member's written formal evaluation.
 - 6.1.3.1 The unit member shall be given a copy of the unit member's written formal evaluation and shall acknowledge that ~~he/she~~they ~~has~~ves read such material by signing and dating the original evaluation. It is understood that the unit member's signature indicates only that the material has been read and does not necessarily indicate agreement with its contents.
 - 6.1.3.2 The unit member may, within ten (10) calendar days, submit written comments which shall be attached to the evaluation and become a permanent part of the document.
 - 6.1.3.3 At either GPA or the unit member's request, GPA and the unit member will meet to discuss the formal evaluation.
- 6.1.4 GPA may informally evaluate and provide feedback to unit members on an ongoing and continuous basis.

6.2 Observations

GPA's Director/Superintendent and/or a designated Leadership team member will observe unit members at least once during the school year as set forth in 6.1.2 and may observe and provide feedback to unit members on an ongoing and continuous

SDEA reserves the right to modify, amend, delete, or add to its proposals throughout the course of the negotiations.

basis as well. Observations will occur during the school day and need not be announced in advance, except as required by Section 6.1.2.

6.3 Additional Support

Unit members receiving feedback indicating a need for improvement may request a conference to discuss options to improve their performance, resources to assist them in improving or to request other support from GPA.

6.3.1 Upon receiving a request for a conference, the evaluator and unit member shall develop an improvement plan which shall set forth:

a. The specific areas where improved performance is necessary.

b. The resources to be made available to assist the unit member.

c. The evaluator's role in assisting the unit member in achieving necessary improved performance.

d. A timeline for monitoring the unit member's performance.

6.4 Personnel Files

6.4.1 A unit member has the right to inspect or receive a copy of his or her personnel file at reasonable times, at a reasonable place, for a reasonable period of time and on reasonable advance notice to the Human Resources office. All requests shall be put in writing on the form maintained by the Human Resources office. If the request includes a request for copies, the unit member may be required to pay for the actual costs of copying. GPA will permit unit members to inspect their personnel files within ten (10) work days of receipt of such written request and will provide copies of personnel files within twenty (20) work days of receipt of such written request.

6.3.2 The unit member may be accompanied by a union representative while reviewing the records, which may be done in the presence of a GPA confidential employee or designee. A union representative of the unit member may, with written permission of the unit member, conduct a review of the personnel file.

6.3.3 Unit members are not entitled to inspect or copy letters of reference, ratings, reports or records obtained prior to the unit member's employment with GPA.

6.4 Placement of Derogatory Materials in Personnel Files

6.4.1 Derogatory material shall not be entered in a unit member's personnel file unless and until the unit member is notified and given an opportunity to review.

6.4.2 The unit member shall be given a copy of the material and shall acknowledge that the unit member has read such material by signing and dating the original record if requested by GPA. It is understood that the unit

member's signature indicates only that the material has been read and does not necessarily indicate agreement with its contents.

- 6.4.3 The unit member's review of such derogatory material will take place during normal business hours, at a mutually agreed-upon time. The unit member shall be released from duty without loss of pay for this purpose, if necessary.
- 6.4.4 The unit member may, within ten (10) calendar days, submit written comments which shall be attached to such material and become a permanent part of the document.