

## EMPLOYEE EVALUATION REQUIREMENTS

Employment Status	OCMBFT Classified	COMBO	Mid-Level Administrators	Non-Represented
Provisional Classified		At least once per each 12 month period (7/1-6/30)	Once per year	Once per year
Probationary Classified	At least twice during the probationary period	At least once during the probationary period	Once per year	Once per year
Permanent Classified	At least once every 3 years	At least once per each 12 month period (7/1-6/30)	Once per year	Once per year
Probationary Unclassified	<i>*see chart below</i>	N/A	Once per year	Once per year
Tenured Unclassified	<i>*see chart below</i>	N/A	Once per year	Once per year
Part Time Unclassified	<i>*see chart below</i>	N/A	<b>Once per year</b>	<b>Once per year</b>

*OCMBFT Unclassified	Teachers covered by 3012-d	Teachers <u>not</u> covered by 3012-d	Speech Teachers, Social Workers & Psychologists	Teaching Assistants
Probationary Unclassified	One (1) extended and three (3) mini observations	Two (2) extended observations	Two (2) extended observations	One (1) extended observation
Tenured Unclassified	Three (3) mini observations	One (1) extended observation, at least every three (3) years	One (1) extended observation, at least every three (3) years	One (1) extended observation, at least every three (3) years
Adult Education Teachers Unclassified	The above + Three (3) mini observations	The above + Three (3) mini observations	The above + Three (3) mini observations	The above + Three (3) mini observations
Part Time Unclassified	<b>Once per year</b>	<b>Once per year</b>	<b>Once per year</b>	<b>Once per year</b>

(BOLD represents no contract requirement)

The above charts represent the minimum evaluation requirements.

Supervisors are to refer to the applicable collective bargaining agreement and [OCM BOCES Policy](#) (Annual Professional Performance Review Plan) for evaluation procedures.

Observation/Evaluation forms for OCMBFT represented employees can be obtained from the OCM BOCES Personnel Department Web Site by Clicking on [Personnel Forms](#).

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**The following statement should be included in any critical memos given to employees:**

*"In accordance with the terms of your collective bargaining agreement, please sign and return a copy of this memorandum to me at your earliest opportunity. Your signature indicates that you have received a copy of this memorandum but does not necessarily indicate your agreement with its content.*

*C: Personnel File*

*I acknowledge that I have received a copy of this memorandum.*

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*Signature/Date*