

EMPLOYEE EVALUATION REQUIREMENTS

| Employment Status | OCMBFT | COMBO | Mid-Level Administrators | Non-Represented |
|---------------------------|--|---|--------------------------|---|
| Provisional Classified | At least once per each 12 month period (7/1-6/30) | At least once per each 12 month period (7/1-6/30) | Once per fiscal year | At least once per each 12 month period (7/1-6/30) |
| Probationary Classified | At least once during the probationary period | At least once during the probationary period | Once per fiscal year | At least once during the probationary period |
| Probationary Unclassified | 2 times per year, at least once during the first semester, or first half of the year's employment. | | Once per fiscal year | Once per year |
| Permanent Classified | At least once per each 12 month period (7/1-6/30) | At least once per each 12 month period (7/1-6/30) | Once per fiscal year | At least once per each 12 month period (7/1-6/30) |
| Tenured Unclassified | Once per year | | Once per fiscal year | Once per year |
| Part Time Unclassified | Once per year | | Once per fiscal year | Once per year |

(**Bold** represents no contract requirement.)

The above chart represents 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](#).

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.

Signature/Date”