

EVALUATION OF CLASSIFIED EMPLOYEES

FILE: GDN-R1

During the first quarter of the calendar year, each classified employee shall be evaluated in writing by his/her supervisor. The Board reserves the right to conduct additional evaluations as deemed necessary.

Employees shall have a reasonable opportunity to review and discuss their evaluation with their evaluator before it is entered into the appropriate personnel file. They shall be able to attach any comments regarding any portion of the evaluation they disagree with. Their signature on the evaluation shall indicate that they have had the opportunity to review and discuss the evaluation with their evaluator. The evaluation shall indicate that the employee's signature does not represent agreement with the evaluation.

Employees shall be made aware that they are being observed for evaluation.

Evaluations shall be submitted to the Central Office or placed in the employee's personnel file.

Board Approved 04/12/2022	Superintendent Approved 04/12/2022
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