# DRAFT (04/30/14)

# PERSONNEL BC03.28 AP.1

‑ Classified Personnel ‑

Evaluation Process

Orientation

Each employee shall receive notice of his/her immediate supervisor(s) and/or evaluator.

Frequency and Time

Each classified employee with less than four (4) years of continuous service shall be evaluated at least once each year. Classified employees, other than classified administrators, with four (4) or more years of continuous service, shall be evaluated once every three (3) years, unless the supervisor determines a need for additional evaluations. Classified administrators shall be evaluated annually. The evaluator and employee shall meet to review the summative evaluation prior to April 1 of the year requiring an evaluation.

Evaluation Procedure

The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.

Evaluation Appeal

An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee’s supervisor a written response to the appeal.

All information relating to the employee’s evaluation shall be placed in the employee’s appropriate personnel file.

Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.

Related Procedures:

03.28 AP.22