

PERSONNEL

- CLASSIFIED PERSONNEL -

**Evaluation Process**

**FREQUENCY AND TIME**

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the Immediate Supervisor by May 1.

**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 appeal~~ his/her evaluation by completing the Evaluation Appeal Form (03.28 AP.22) and submitting it to the Superintendent within five (5) working days of the receipt of the summative evaluation~~with the immediate supervisor.~~
2. If ~~an appeal review~~ is requested, the Superintendent/designee shall set the time and place of the ~~appeal 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 ~~appeal hearing~~, the Superintendent/designee shall prepare and forward to the employee and the employee's supervisor a written response to the appeal.
5. All information relating to the employee's evaluation shall be placed in the employee's appropriate personnel file.
6. 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.21

03.28 AP.22