

- CLASSIFIED PERSONNEL -

**Evaluation**

All new classified employees shall be evaluated monthly during the ninety (90) days probationary period. Thereafter, each classified employees shall be evaluated annually prior to ~~May~~April 1.

**FORMAL PROCEDURE**

This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.