

- CLASSIFIED PERSONNEL -**Evaluation**

At a minimum, summative evaluations shall occur annually for classified employees. Each classified employee shall be evaluated at least once each year for the first four years of employment within a position. Summative evaluations shall occur once every five (5) years following the fourth year of employment within a position. Additional summative evaluations may be performed at the discretion of the principal or immediate supervisor. 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.

Adopted/Amended: 2/10/1992

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