All regular classified employees shall be evaluated by their assigned supervisor in accordance with the following schedule:

A. **Probationary Employees**: at the end of the second and fifth month of service.

   **Permanent Employees**: at least once each year, no later than the anniversary date, for the first three years of employment in the classification; and no less often than every two years thereafter.

   **Management**: at least once during the probationary period; annually during the first three years; and no less often than every two years thereafter, in accordance with management evaluation policies.

B. Each assigned supervisor, under whom the employee serves for 60 working days or more during any rating period, may provide a performance evaluation before the employee leaves the supervisor’s supervision.

C. The evaluation due date and anniversary date shall be adjusted for time the employee is on approved leave without pay.

D. An evaluation shall be made for an employee on sick leave covering the rating period to the date the employee commenced the sick leave.

Reference:
Education Code Sections 45260-45261