BP-4215

CLASSIFIED STAFF EVALUATION

A regular employee shall be evaluated at least annually by his or her immediate supervisor. When the immediate supervisor is not an administrator, such as a teacher supervising a teacher aide, and administrator will be involved in the evaluation and will sign the evaluation. The evaluation should be reviewed by the evaluator's immediate supervisor and any other supervisor in the chain of command up to and including the superintendent.

Supervisors shall keep classified employees within their jurisdiction informed about whether the kind of service they are rendering is satisfactory in terms of the standard of the district. Should an evaluation be unfavorable, the supervisor will develop a plan of improvement for the employee.

The employee will receive a written evaluation of work performance, which will become a part of the employee's personnel file.

Adoption Date: June 14, 2010
Reviewed: March 11, 2013
Reviewed: January 19, 2015
Revised: February 24, 2025