



Cache County School District

Policy Series 5000: Personnel

Policy No. 5235 P1

Classified Employee Evaluation

General Procedures

An annual evaluation of each employee will be conducted by their direct supervisor with direct knowledge of the employee's duties and performance.

Evaluation records are classified as "Private Records".

Components of the Classified Evaluation System

1. Each employee's evaluation will utilize the district-wide employee evaluation form consistent with their employment status. These forms include the Classified Full-Time Benefited form or the Classified Part-time/Temporary Form. Departments may use an alternative form if approved by the Human Resources Department.
2. Each supervisor may review with the employee their essential job functions, required skills, knowledge, and abilities as outlined in the employee's job description.
3. All evaluation documentation for classified full-time benefited employees shall be submitted to the Human Resources office for placement in the employee's personnel file.
4. All evaluation documentation for classified part-time/temporary employees shall be kept on file in the school or department.
5. Before submission of any evaluation documentation, each employee shall have an opportunity to review them, sign them, and keep a copy. Such signatures indicate that the employee has read the materials and is aware of the contents.
6. If the employee feels that any evaluation documentation submitted by the immediate supervisor is incomplete, inaccurate, or unfair, the employee shall have the right to submit to the Human Resources Department within ten working days the employee's own written statement, which shall also be placed in the file. The employee shall give a copy of such statement to the immediate supervisor.

Annual Timelines

1. Evaluations will be completed between October 15 - March 15 of each year.
2. All documentation of an evaluation must be submitted by April 15 of each year.

Approved by District Administration 10/24/24