

**STAFF PERSONNEL
Series 400 Policy**

Title: CLASSIFIED EVALUATION

Code: 407.3

The administrator/supervisor of each department shall be responsible for the continuous evaluation of classified employees. Classified employees must be evaluated no later than January 31st annually. Administrator/supervisors may schedule additional evaluations if performance concerns are identified. Final evaluation reports will be placed in individual personnel files at the district office including any written attachments. A copy of the evaluation will be given to the employee involved. The administrator/supervisor may delegate classified evaluations to lead staff with superintendent approval.

Revised: 8/15/2016