

## **Classified Staff Evaluation Process**

The purpose of the evaluation is to allow the employee and the district to determine the employee's development and growth in his/her position and assigned responsibility and for the supervisor to evaluate the performance of the assigned responsibilities.

### **Classified Evaluation Procedure**

Classified employees will receive a fourth week informal evaluation, and their first formal evaluation by the end of their 90-day probationary period. One year from the end of the probationary period, and each year after that they will receive another evaluation. Evaluations may be made at other times, if needed.

1. Step One - Preliminary Information and Pre-Evaluation Conference
  - a. The supervisor informs the employee of the evaluation process including:
    - (1) Position description;
    - (2) Assignment and responsibility;
    - (3) Classified evaluation process.
  - b. The supervisor and employee will establish, review, affirm and/or revise performance goals.
  - c. The employee will complete the Pre-Evaluation form.
2. Step Two - Evaluation Conference and Preliminary Goal Setting
  - a. Supervisor meets with the employee to discuss the evaluation process.
  - b. Supervisor completes the Classified Evaluation form.
3. Step Three - Program of Assistance for Improvement (if needed)
  - a. At the discretion of the district, a set of requirements (program of assistance for improvement) may be presented to the employee, stating necessary action to be taken to correct noted deficiencies.
  - b. Supervisor completes Program of Assistance for Improvement forms.
  - c. Supervisor meets with the employee to discuss the program of assistance for improvement.