

## EVALUATION OF CLASSIFIED STAFF

Regular evaluation of all classified staff is intended to bring about improved services, provide a continuing record of the service of each employee, and provide objective evidence on which to base decisions on assignment and reemployment,

The superintendent will establish a continuing program of performance evaluation for the classified staff. The program will include written evaluations and a means of making the results of such evaluations known to the employees. Evaluations will be conducted by the immediate supervisor.

The services of new employees will be formally evaluated during the 1<sup>st</sup> year of service or the end of the probationary period. The services of all employees will be formally evaluated at least once each year.

LEGAL REFS.:       ORC 3319.081  
                      State Board of Education Minimum Standards 3301-35-03 (A) (B)

CONTRACT REF.:   Classified Staff Negotiated Agreement