

## EVALUATION OF CLASSIFIED STAFF

The annual evaluation of all classified staff is intended to bring about improved services, to provide a continuing record of the service of each employee and to provide evidence on which to base decisions relative to assignment and re-employment.

The Assistant 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.

New employees will be evaluated during the first six months of service. The services of all other employees will be formally evaluated at least once each year.

[Adoption date: September 25, 1995]

LEGAL REFS.: ORC 3319.02; 3319.081  
4117.04  
OAC 3301-35-03(A)(8)

CROSS REF.: AFC-2, Evaluation of Certificated and Classified Staff (Administrators)  
(Also GCN-2)

CONTRACT REF.: Classified Staff Negotiated Agreement