



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Human Resources	Evaluation of Classified Employees	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-510	June 1997	July 2021

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1. All newly hired non-certified employees shall be evaluated each year for the first three (3) years. After three (3) years of employment, pending satisfactory evaluations, these employees will be placed on an evaluation cycle to be evaluated once every five (5) years. However, the principal, supervisor or employee may request an evaluation in any given year.
2. Evaluations shall be completed and returned to the Human Resources office no later than the last week of April each year.