

## **Classified Employee Evaluation**

**GCI**

(See GAK)

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: 5/13/96; 11/13/00; 2/13/12

KASB Recommendation – 2/98; 4/07

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