

**CLOVIS UNIFIED
SCHOOL DISTRICT**

PERSONNEL

Classified

EVALUATION/SUPERVISION OF CLASSIFIED EMPLOYEES

PURPOSE: To establish evaluation guidelines for classified employees.

All classified employees are to be formally evaluated. Permanent employees shall be evaluated annually and other times as may be required. Any employee designated as a permanent employee shall be subject to suspension, demotion, or dismissal for cause only as determined by the Board and the California Education Code. Probationary employees shall be evaluated at least two times a year. For Operational Unit employees hired on or after July 1, 1986, evaluations shall occur at the same time as other District employees except where differentiated by the California Schools Employees Association (CSEA) agreement.

Evaluations shall be used to recognize the exemplary skills and accomplishments of classified employees and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

A supervisor may give an employee an evaluation at any time if the employee is not performing at competent standards or for some exceptional work performance.

Adopted: 09/28/2005

Reviewed: 07/18/2007, 03/23/2011

Amended: 10/21/2020 (BP 6212 renumbered as BP 4215)

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