

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4463 PERFORMANCE EVALUATIONS

4463.2 Timing of Evaluations

All regular classified employees shall be evaluated by their assigned supervisor in accordance with the following schedule:

- A. Probationary Employees: at the end of the second and fifth month of service.

Permanent Employees: at least once each year, no later than the anniversary date, for the first three years of employment in the classification; and no less often than every two years thereafter.

Management: at least once during the probationary period; annually during the first three years; and no less often than every two years thereafter, in accordance with management evaluation policies.
- B. Each assigned supervisor, under whom the employee serves for 60 working days or more during any rating period, may provide a performance evaluation before the employee leaves the supervisor's supervision.
- C. The evaluation due date and anniversary date shall be adjusted for time the employee is on approved leave without pay.
- D. An evaluation shall be made for an employee on sick leave covering the rating period to the date the employee commenced the sick leave.

Reference:
Education Code Sections 45260-45261

Approved:	Dec. 1, 1975
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