

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 407
CLASSIFIED STAFF**

PERFORMANCE EVALUATION

It shall be the duty of all supervisors and principals to complete a written evaluation of all classified employees under their supervision. All classified employees will be evaluated at least twice during their first year of employment and at least once every year thereafter. This evaluation instrument will be used to increase job proficiency and to determine whether the employee is eligible to be considered for an advancement in the position. All evaluations will be made on a standardized form which may be obtained from the personnel office.

All classified employees must be evaluated in order to move to the next highest step on the salary schedule. The established anniversary date for the employee will be used for step advancement and implementation of the evaluation procedure.

Adopted: August 29, 1979