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Chief Human Resources and Professional Development Officer

**Evaluation of Classified Employees**

To: Directors, Principals & Supervisors

From: David Larner  
Chief Human Resources and Professional Development Officer

***\*\*\*Please share this circular and attachments with all classified employees.\*\*\****

There are two evaluations for classified employees. The first is an evaluation prior to the completion of the probationary period. The second evaluation is the end-of-year evaluation. Evaluations must be completed in accordance with Board of Education policies and procedures and the appropriate collective bargaining agreement for each employee group. Procedures and timelines are found in Article 6 of the HCEA-ESP agreement and in Article 20 of the AFSCME agreement.

While the original copy of the completed evaluations should be submitted to the Office of Human Resources prior to the completion of the probationary period for probationary employees and by June 30, 2022 for the end-of-year evaluation, please keep in mind that employees have an opportunity to respond to the evaluation prior to the end of their work year. Timely completion and communication of the evaluation is of critical importance to allow for employee input and for the provision of suggestions for improvement, if warranted.

Various evaluation forms (as designated by each department) for classified employees are attached. In addition, supervisors responsible for completing evaluations for each classified employee group are identified on page two of this circular.

Please share and review this circular and all attachments with your classified employees. If you have any questions regarding the above information, contact David Larner, Chief Human Resources and Professional Development Officer.

EVALUATOR(S)

Principal/Designee

Instructional Facilitator, Countywide Services/Designee

Director, Food and Nutrition Service/Designee

Cluster Nurse/Designee

Supervisor/Designee

Grounds Services Manager/Designee

Building Services Manager/Designee

Warehouse Manager/Designee

Coordinator of Security/Designee

EMPLOYEES EVALUATED

Secretarial/Clerical (School-based)  
Paraeducators/Paraprofessionals  
BSAP/Hispanic/International Liaisons

Sign Language Interpreters

Food and Nutrition Service

Health Assistants

Secretarial/Clerical & Technical (Non-  
school based)

Grounds Services

Building Services

Warehouse

Security Assistants

DL/lb

Attachment