

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:

4.3 CLASSIFIED PERSONNEL

SECTION 4.321 CLASSIFIED EVALUATION

A system of performance evaluation shall be established to assure the appraisal of employee job performance on a continuing basis.

The process shall provide for the communication of work goals and objectives, the observation and evaluation of work performance, the preparation of scheduled written reports, and the communication of the evaluation to the employee.

Scheduled performance evaluations for probationary employees shall be completed following their second and fifth months of service. Probationary managers serve a one-year probation and shall be evaluated following their second and eighth months of service. Permanent classified employees shall receive performance evaluations annually.