
AURORA PUBLIC SCHOOLS

APS Code: GDO

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Revised July 2005

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EVALUATION OF SUPPORT STAFF

The Superintendent and chief personnel officer shall be responsible for developing and implementing a program for the performance evaluation of all district employees. The primary purpose of such an evaluation shall be to improve the job performance of each individual.

EVALUATION OF CLASSIFIED STAFF

Page 1 of 2

Evaluation Criteria

Each classified employee will be evaluated on the performance of the responsibilities outlined in his or her position description. Performance indicators will be established in each of the performance areas to define the district's standard of expected performance.

Probationary Employee

A new classified employee appointed to a position shall serve a probationary period of 12 months and at that time shall become a regular employee of the District, if employment is continued.

Within the first month of employment, the appropriate supervisor shall discuss the job description, evaluation process and forms and performance required with all new employees. By the end of the third month of the probationary period, it is recommended that the supervisor hold a conference with each probationary employee to review job performance.

The performance of each probationary employee shall be formally evaluated by the supervisor at least once during the probationary period and a recommendation made as to whether to continue the employment. The electronic form entitled "Classified Employee Performance Evaluation" shall be used for completing the evaluation. The printed evaluation, signed by the employee and appropriate supervisor, will be reviewed by the Division of Human Resources and placed in the employee's personnel file. Copies will be given to the employee and placed in the site's file.

During the probationary period, the probationary employee may be dismissed by the Superintendent without right of appeal.

Regular Employee

All classified employees shall be evaluated every other year by the appropriate supervisor on the computerized electronic form entitled "Classified Employee Performance Evaluation." The printed evaluation, signed by the employee and appropriate supervisor, will be reviewed by the Division of Human Resources and placed in the employee's personnel file. Copies will be given to the employee and placed in the site's file.

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EVALUATION OF CLASSIFIED STAFF

Page 2 of 2

More frequent evaluations may be initiated by the supervisor. An employee may request, on an annual basis, an additional evaluation.

Classified employee performance evaluations for year-round employees are due in the human resources office no later than June 30. Classified employee performance evaluations for non year-round employees will be due in the human resources office no later than the employee's last workday.