
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

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Evaluation Criteria

Each classified employee will be evaluated on the performance of the responsibilities outlined in the employee's 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 "Performance" module in Oracle Cloud shall be used for completing the evaluation. The completed evaluation, electronically signed by the employee and appropriate supervisor, will be uploaded to the employee's personnel file. Copies may be printed and given to the employee, as well as 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 utilizing the "Performance" module in Oracle Cloud. The completed evaluation, electronically signed by the employee and appropriate supervisor, will be uploaded to the employee's personnel file. Copies may be printed and given to the employee, as well as placed in the site's file.

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

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annual basis, an additional evaluation.

Classified employee performance evaluations for year-round employees are to be completed by no later than June 30. Classified employee performance evaluations for non year-round employees shall be completed no later than the employee's last workday.