

**PERFORMANCE EVALUATIONS: SUPERVISORY AND CONFIDENTIAL  
CLASSIFIED PERSONNEL**

All confidential and supervisory employees shall have their performance formally evaluated in a timely manner on District personnel forms according to the following schedule:

- A. Probationary employees – evaluate during the third and fifth months of employment.
- B. Permanent employees – evaluate on an annual basis during the month of January.

Evaluations may be given at any time a supervisor wishes to document performance, especially sustained performance which is either exceptional or deficient.