



## **4160.2: EVALUATION - NON-CERTIFICATED STAFF**

All non-certificated personnel shall be evaluated annually in accordance with written procedures and on appraisal forms provided by the Human Resources Office. The procedures shall contain:

1) specific criteria upon which each employee is to be evaluated, 2) provide opportunity for self-appraisal and, 3) provide for the employee to offer a written response to the evaluation.

### **Date of Adoption**

January 2, 1979

### **Date of Revision**

November 21, 1983

August 3, 1992

July 21, 2003

February 4, 2019

### **Reaffirmed**

December 21, 1998

June 1, 2009

May 17, 2010

### **Related Policies and Rules**

**[4160: Evaluation](#)**