



Book	BYLAWS AND POLICIES
Section	4000 CLASSIFIED STAFF
Title	STAFF EVALUATION
Code	4220
Status	Active
Adopted	November 17, 2020

- 1) Performance evaluation is a process that should take place continuously. While day-to-day evaluation is usually informal, Edison School of the Arts requires that the performance of all classified employees be evaluated formally once each year
- 2) The objectives of a performance evaluation system are to:
  - a) provide a comparison of actual on-the-job performance to established performance standards;
  - b) identify training needs and establish a mechanism for employee growth and development;
  - c) encourage periodic and structured communication between supervisors and employees about the "job"; and
  - d) document defensible rationale for decisions involving promotions, demotions, transfers, and terminations.