

APPENDIX M

EVALUATION TIMELINES

ANNUALLY

- It is mandatory that supervisors complete an annual evaluation for every employee utilizing the appropriate evaluation instrument.
- Conduct orientation: criteria, instrument, procedures, and timeline. (An agenda and sign-in sheet are required.)

Employee Group	Orientation Deadline	Evaluation Instrument	Final Evaluation Deadline	Due to Personnel Records
Clerical/Confidential	September 30th (or within one week upon employment)	SPPAS	May 1st	July 30th
Education Support Professionals (ESP)	September 30th (or within 15 days upon employment)	SPPAS	May 31st	July 30th
School Food Service, Cafeteria Workers/ Managers, Bus Drivers/ Attendants and Other Personnel (186 day calendar)	September 30th (or upon employment)	SPPAS	Prior to the last day of the employee's calendar	July 30th
Maintenance, Facilities, Campus Monitors, Security Specialists, Transportation, Other Non-Instructional (244 or 261 calendar)	September 30th (or upon employment)	SPPAS	One week prior to the end of the employee's calendar	July 30th
Instructional	September 15th (or upon employment)	BrIDGES	September 30th	TBA
Instructional - Probationary	September 15th (or upon employment)	BrIDGES	*Last day of the 1 st semester *September 30 th	TBA
School-based Administrators	October 31th (or upon employment)	BASA	September 30th	TBA
ESMAB/TSP	During the first quarter of the year (or upon 3 weeks of employment) TSP - within 3 weeks of employment	APPAS	June 30th	July 30 th