

**Procedures
Handbook**

Human Resources

Descriptor Term: Evaluation of Non-certified Employees	Descriptor Code: GCI	Issued: 6/97
	Rescinds:	Issued: Revised 8/01

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1. All newly hired non-certified employees shall be evaluated each year for the first three years using HR-Eval-214A, HR-Eval-214B, and HR-Eval-214C. After three years of employment, pending satisfactory evaluations, these employees will be placed on an evaluation cycle to be evaluated once every five years. However, the principal, supervisor or employee may request an evaluation in any given year.
2. Evaluations shall be completed and returned to the Human Resources office no later than the last week of April each year.