

## **Classified Employee Evaluation**

### **Definition—**

For purposes of this policy, a “classified employee” means a District employee who is working in a position that does not require a Utah educator license.

[Utah Admin. Rules R277-329-2 \(May 23, 2023\)](#)

### **Classified Employee Evaluation—**

Classified employees shall be evaluated on at least an annual basis using a written evaluation instrument. The evaluation shall be administered by the principal or by an appropriate supervisor designated by the principal. The evaluation instrument shall incorporate the job description and job duties of the employee, in addition to standards with regard to attendance, compliance with District policies, and other appropriate matters. The evaluation shall be completed at least 90 days prior to the end of the contract year.

[Utah Admin. Rules R277-329-3\(1\)\(c\) \(May 23, 2023\)](#)

[Utah Code § 53G-11-504\(1\) \(2020\)](#)

A copy of the written evaluation shall be provided to the employee promptly following completion. The employee may appeal violations of the evaluation procedure (but not the substance of the evaluation) by submitting a grievance under the District’s grievance policy.

[Utah Admin. Rules R277-329-3\(1\)\(b\)\(v\) \(May 23, 2023\)](#)

No evaluation is required for temporary or part-time classified employees of the District.

[Utah Admin. Rules R277-329-3\(3\) \(May 23, 2023\)](#)

[Utah Code § 53G-11-504\(2\) \(2020\)](#)