

**Classified Employee Evaluation Procedure  
Policy #4550**

Fayetteville Public Schools recognizes that thorough, regular appraisal of performance is critical to the realization of district goals. The primary purpose of personnel evaluation is the growth of individual staff members, the strengthening of the school staff as a whole, and the improvement of support services provided.

Annual formal evaluations of classified personnel will be done prior to April 30 of each year employed. The evaluations should be filed in the Human Resources office no later than May 1 of each year.

Evaluations will be performed using the appropriate form provided by the Human Resources Department.

Adopted: 6.28.07

Effective: 7.1.07