

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Evaluation of Classified Employee	
Procedure No. 4220-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>4220 – Evaluation of Classified Employee</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

Describe relevant background to the implementation of the policy.

The Board of Education through the powers derived from ORC, is responsible for the employment and discharge of all personnel.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- Establish evaluation schedule for all classified staff
- Notify all parties of the yearly schedule
- Evaluations conducted

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.