



# **ADMINISTRATIVE PROCEDURE**

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7525

PAGE: 1 OF 2

CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Evaluation of Classified Temporary Employees**

REVISED: **3-29-2002**

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## **A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing evaluation of classified temporary employees.

## **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policy I-6500.

## **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative Operational Support.
2. **Definition. Classified temporary employees:** Persons employed as substitutes or short-term employees for a period of less than 75 percent of a school year, part-time playground positions, full-time day students, apprentices and professional experts employed on a temporary basis for a specific project (regardless of length of employment).
3. **Temporary Employee Lists.** Temporary employees are screened, but normally have not been tested for positions to which they may be assigned.
  - a. **Human Resource Services Division** maintains lists of temporary employees for certain classified positions where absence of a regular employee without temporary replacement would disrupt operation of a school or department. Temporary employees also may be used to supplement staff at a school or department during short-term work overloads.
  - b. **Custodial Operations, Landscape Operations, and Food Services Department** maintain their own temporary employee lists.
4. **Evaluation of Substitutes.** Retention on temporary employee lists is subject to satisfactory performance by an employee while on assignment, as evidenced by completed evaluation report returned to offices involved.

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**D. IMPLEMENTATION**

1. **Human Resource Services Division** supplies evaluation forms for use in evaluating clerks, secretaries, and instructional assistants.
2. **Custodial Operations, Landscape Operations, and Food Services Department** request periodic evaluations on temporary employees, using departmental forms.

**E. FORMS AND AUXILIARY REFERENCES**

1. Special Education Classified Substitute Performance Report, available from the Human Resource Services Division
2. Substitute Clerk and Substitute Secretary Evaluation, available from the Human Resource Services Division
3. Departmental evaluation forms sent out by the Custodial Operations, Landscape Operations, and Food Services Department

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education