



*The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.*

## **REGULATION 4301**

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### **NONPROFESSIONAL PERSONNEL**

Prior to confirmation of permanent employment or the granting of an increment, the Principal or Head of the Department concerned shall submit to the Personnel Office a performance appraisal report upon all non-certificated employees. The appraisal form shall be signed by the Principal or Department Head and the employee concerned. Employees will be encouraged to appraise their job and to suggest areas of improvement.

*Greater Victoria School District*

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Approved: July 19, 1971