



*Center Area
School District*

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED EMPLOYEES

ADOPTED: MARCH 16, 2006

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	There shall be a plan for regular evaluation of all classified personnel employed by the district.
2. Authority	The goals of the evaluation plan for classified personnel are to identify, improve, and reinforce the skills, attitudes and abilities which enable an employee to be effective and to identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.
3. Guidelines	<p>The evaluation plan shall:</p> <p style="padding-left: 40px;">group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees;</p> <p style="padding-left: 40px;">provide a procedure for identifying and commending effective performance, counseling and assisting employees where improvement is desired, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</p>
4. Delegation of Responsibility	<p>The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <p style="padding-left: 40px;">setting of specific job objectives by the Superintendent and the employee's supervisor or department head;</p> <p style="padding-left: 40px;">establishment of reasonable performance standards to permit the employee to meet performance objectives as determined by the employee's supervisor or department head;</p> <p style="padding-left: 40px;">a method of maintaining personnel records which ensures that evaluation entries are based on observable and verifiable facts, note is taken of an employee's strengths and weaknesses, the same recording system will be used for all employees similarly situated, all materials will be held confidential, and</p>

512. EVALUATION OF CLASSIFIED EMPLOYEES - Pg. 2

	<p>the employee has an opportunity to review evaluation records and to append with a written statement;</p> <p>provisions for improving unsatisfactory performance by offering aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.</p>
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