

ADMINISTRATIVE POLICY

EVALUATION OF CLASSIFIED STAFF

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

Standards for Evaluation

The immediate supervisor is responsible for assigning specific duties to each employee and for providing guidance to employees regarding their level of performance. All evaluations are completed on standardized forms provided by the Human Resources Department.

Frequency

During the first year of employment, each employee is evaluated not sooner than 30 days or later than six months following employment. If the employee is deemed to “need improvement”, the supervisor may recommend continued employment but withhold the step increase pending re-evaluation in a reasonable time period to allow for improvement. If a step increase is withheld, the supervisor will complete a Corrective Action Plan (HUM-F053).

Regular employees, with the exception of school nurses, are evaluated at least one time a year (birth month) or more often at the supervisor’s discretion. School nurses have performance evaluations and clinic audits performed as soon as possible each school year.

If an employee receives an unsatisfactory evaluation, with a recommendation for continued employment but “withhold the step increase”, and is later re-evaluated and receives a satisfactory evaluation, the step increase will be granted at that time or July 1 if the reevaluation takes place during the same fiscal year as the original evaluation.

Utilization of Evaluation

Evaluations are utilized to inform employees of their current level of performance and to aid employees in continually improving their performance. To accomplish these objectives, evaluation reports are discussed with the employee evaluated. Each employee is given a copy of the evaluation and signs the supervisor’s copy to verify the supervisor has discussed the employee’s performance with him or her. Each employee is permitted to write comments on the evaluation or submit comments to be attached. The evaluation, along with any comments, are forwarded to Human Resources and placed in the employee personnel file.

Appeal

An employee who believes that the evaluation is not a true reflection of performance may appeal through the Human Resources Department within 30 days of the date the supervisor and the employee discussed the performance evaluation.

Implementing Procedures: None.

Associated Documents: [HUM-F053](#) - Corrective Action Plan

Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|---------------------|--------------------|---|
| 10/17/05 | | Initial Release |
| 8/05/09 | A | Insertion of “exception of school nurses” in 2 nd paragraph under “Frequency.” (School nurses have performance evaluations and clinic audits performed as soon as possible each school year.) |
| 4/21/10 | | Reviewed, no changes |
| 09/20/10 | B | Added third paragraph under Frequency heading |
| 7/18/11 | C | Removed second sentence from first paragraph. Removed reference to probationary period in Frequency section and substituted “or later than six months following employment”. Removed last sentence from second paragraph under Frequency. Removed second sentence from Utilization of Evaluation paragraph. |
| 2/12/14 | N/A | Reviewed, no changes |
| 4/20/15 | D | Changed last sentence in Frequency section from six months to a reasonable time period to allow for improvement. |
| 8/28/17 | E | Frequency section – added last sentence regarding corrective action. Updated associated documents. |

***** End of Policy *****