

ADMINISTRATIVE POLICY

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

EVALUATION OF CLASSIFIED STAFF

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. The employee's supervisor ensures that each employee knows in advance of the evaluation and those areas which are to be evaluated.

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 prior to the end of their probationary period (6 months). If the employee is deemed to "need improvement", the supervisor may recommend continued employment but withhold the step increase pending re-evaluation in six months. If rated as "unsatisfactory", the employee is recommended for dismissal to the Human Resources Director. A satisfactory evaluation is the basis for continuing employment with an increase to Step 1b.

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. A satisfactory evaluation is the basis for continuing employment with a step increase on July 1 after 12 months of employment.

Utilization of Evaluation

Evaluations are utilized to inform employees of their current level of performance and to aid employees in continually improving their performance. They are used as a basis for continuing employment. 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.

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.)

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