

The development of a strong, competent classified staff of employees, and the maintenance of high morale among this staff, are major objectives of the Board. A program of continuous evaluation is necessary in fulfilling these duties. The Board recognizes that thorough; regular appraisal of performance is critical to the realization of district goals. The primary purpose of personnel evaluation is the growth of individual staff members, the strengthening of the school staff as a whole, and improvement of support services provided. The Board expects principals and supervisors to exert every effort to encourage staff members to develop their performance to an optimum degree.

1. The Classified Employee Evaluation Forms (670.00F1/F2) may be reviewed annually by a committee established for that purpose.
2. The Classified Employee Evaluation Form (670.00F1) will be used to evaluate Classified Employees.
- ~~2.3. The Classified Employee Clerical/Administrative Evaluation Form (670.00F2) will be used to evaluate clerical staff and supervisors.~~
- ~~3. Classified Employees shall be evaluated as follows:~~
 - ~~a. Performance appraisal will be continuous; it will not be limited to items and procedures set for formal evaluations.~~
 - ~~b. Principals/Supervisors should meet with classified employees in January/February for a mid-year review.~~
 - ~~c. Principals/Supervisors shall complete the initial observation for all classified employees before their mid-year review.~~
 - ~~d. Observation and monitoring of the classified employee shall be done in a professional and ethical manner. Supervision shall be as open and direct as possible allowing for considerations for the nature of reasonable concerns.~~
 - ~~e. The Classified Evaluation Form for each employee shall be completed and submitted to the District Service Center by June 1.~~

Evaluation Forms Process

Classified employees shall be evaluated as follows:

1. Performance appraisal will be continuous; it will not be limited to items and procedures set for formal evaluations.
2. Observation and monitoring of the classified employee shall be done in a professional and ethical manner. Supervision shall be as open and direct as possible allowing for considerations for the nature of reasonable concerns.
3. Principals/Supervisors shall complete the initial observation for all classified employees before their mid-year review.
4. Principals/Supervisors should meet with classified employees in January/February for a mid-year review.

- ~~1.5.~~ After discussing the annual evaluation with the Classified Employee, the annual evaluation shall be signed by the Principal / Supervisor and the classified employee being evaluated. If the classified employee declines to sign the document, then the Principal/ Supervisor will have a witness sign the document to verify that the classified employee had access to the annual evaluation. Signature by the classified employee implies only that the employee has had an opportunity to see the written evaluation. In signing the evaluation, the classified employee does not sacrifice any right to appeal or to grieve.
- ~~2.6.~~ The classified employee shall have the right to include a written statement or document as an addendum to the evaluation form if he/she wishes to do so.
- ~~7.~~ The original copy of the annual evaluation shall be submitted to the Superintendent for review and placement in the respective personnel files. The second copy shall be given to the classified employee.
- ~~3.8.~~ The Classified Evaluation Form for each employee shall be completed and submitted to the District Service Center by June 1.

Unsatisfactory Performance:

1. When aspects of a classified employee's performance are in need of improvement, the Principal or Supervisor will specifically identify those areas needing improvement and will develop a Plan of Improvement. Subsequent evaluations will address any improvement to any continuing difficulty which is observed as is provided in [Policy 590.00](#) Classified Supervision Procedures-[Policy #590.00](#).
2. A reasonable Plan of Improvement with terms and conditions shall be construed to be not less than (2) months for the classified employee to demonstrate improvement. If the classified employee is rehired, he/she would be observed formally at least one (1) time during the next school year. This observation will be conducted by the Principal/Supervisor.
3. Each annual evaluation will be in writing, discussed with the classified employee, and signed by the Principal Supervisor and the classified employee. If the classified employee declines to sign the document, then the Principal / Supervisor will have a witness sign the document to verify that the classified employee had access to the annual evaluation. The classified employee will be provided a copy of all formal evaluations.

Comments:

Descriptive comments are to be used as guidelines and [to foster](#) open communication between the Principal/Supervisor and the Classified Employee.

**LEGAL REFERENCE:**

ADOPTED: September 20, 1999

AMENDED/REVISED: July 15, 2013; January 15, 2018