

Evaluation of Classified Staff

Purpose

The evaluation of the District's classified staff is an essential component for improving performance. The purpose of the District's classified performance assessment is to measure performance, to measure adherence to standards, and to provide a basis for employment decisions. The District will utilize the evaluation process in making employment decisions as set forth in this policy.

This evaluation system provides a means to identify areas of strengths and weaknesses in employee performance, improve communication, develop priorities for improvements, and provide assistance when needed.

All classified personnel will receive one evaluation each year. This evaluation shall be completed by the employee's immediate supervisor or a building administrator in cooperation with the appropriate supervisor.

Each classified employee shall be apprised of the specific criteria as applicable for the position held by the employee being evaluated.

Each evaluation of a classified employee will be followed by a personal conference between the employee and his/her evaluator for the purposes of discussing the evaluation.

Standards of Performance

The Evaluation Process entails the use of ratings: Satisfactory, Improvement Encouraged, and Unsatisfactory, defined as follows:

1. Satisfactory—Performance is adequate for stated proficiencies and satisfies assignment requirements.
2. Improvement Encouraged—Performance is not quite adequate for stated proficiencies and does not quite satisfy assignment requirements.
3. Unsatisfactory—Performance is not adequate and does not meet expectations for stated proficiencies and assignment requirements.

Each non-certified staff member's job performance shall be evaluated by the staff member's direct supervisor or a building administrator in cooperation with the employee's supervisor. The evaluation process includes scheduled evaluations, on forms applicable to the job classification and description, and day-to-day appraisals.

The Superintendent shall be responsible for the continuous evaluation of the classified employees of the District.

The supervisor or building administrator shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

A copy of the evaluation shall be placed in the non-certified employee's personnel file.

Plan of Assistance

Should a classified employee receive a rating of unsatisfactory, a plan of assistance may be initiated by the appropriate supervisor and administrator in cooperation with the employee to improve the unsatisfactory rating. If a plan is initiated, a conference with the employee will take place as soon as possible to formulate this plan of assistance.

If the evaluator(s) and classified employee develop a plan, it will include the following:

1. Objective analysis of observable deficiencies or desired improvement.
2. Development of a program designed to overcome these deficiencies or to obtain desired improvement (written in measurable and/or observable objectives).
3. Timetable to measure progress.

The plan will be reported on Plan of Assistance Form (Appendix VI). The form will be signed by the classified employee and the evaluator(s).

Cross Reference: 5500

Personnel Records

Legal Reference: I.C. § 33-517
I.C. § 33-518

Non-certificated Personnel
Employee Personnel Files

Policy History:

Adopted on: April 9, 2013

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