

EVALUATION OF CLASSIFIED EMPLOYEES

The New Hanover County Board of Education places a high priority on hiring the most competent classified personnel available and in assisting them with their growth and development throughout their careers. The primary purpose of evaluation is to improve the school system's support programs by assisting classified employees in improving and gaining even greater competence in their profession. The evaluation of classified employees' performance shall follow state law and these directives:

- The evaluation process shall be initiated and coordinated by the employee's immediate supervisor. When needed and appropriate, the supervisor may be assisted in this process by other supervisory personnel;
- Classified employees shall be evaluated on an annual basis. Classified employees who have been employed for less than two (2) years in their current position shall also receive a mid-year evaluation;
- Employees whose performance is rated as marginal or below standard shall have a mid-year performance review;
- Employees may also request a performance review by the immediate supervisor at any time and the employees' supervisor may choose to complete a performance review of an employee at any time;
- Exemplary performance as well as deficiencies in performance should be clearly identified with written comments;
- Supervisors and principals should facilitate open communication with classified employees about performance expectations. Employees who are unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with their immediate supervisor;
- Supervisors shall use the evaluation instruments designated by the school system for this purpose. Evaluation documents shall be submitted each school year to the Division of Human Resources;
- Evaluation data may be used in making employment decisions, including the transfer, promotion, dismissal, and demotion of classified employees;
- All evaluators are encouraged to develop ways to recognize exemplary employees and to capitalize on the abilities of exemplary employees in helping other employees; and

- Employment decisions may be recommended to the Board by the Superintendent regardless of whether evaluators have followed the evaluation system, so long as there is a legally sufficient basis for the recommendations.

The Superintendent shall develop any other necessary procedures and shall provide training, as necessary, to carry out the evaluation process.

Classified employees shall be provided with a general description of their position duties and responsibilities. However, classified employees may be assigned by the Superintendent or their immediate supervisor, additional or specific duties not contained in their general job descriptions. These additional or specific duties may be assigned orally or in writing. The performance of each classified employees' general, specific, or additional duties and responsibilities shall be evaluated in accordance with the standards and criteria referred to in this Policy.

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

LEGAL REFS: NCGS §115C-47(18), -325, -326

CROSS REF: Policy 6340 Personnel File

Adopted: 7/12/11