

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: April 28, 2004

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all classified personnel employed by the district.</p>
2. Authority	<p>The evaluation plan for classified employees shall be approved by the Board.</p>
3. Guidelines	<p>The objectives of the district evaluation plan for classified personnel are:</p> <ol style="list-style-type: none">1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties. <p>The evaluation plan shall:</p> <ol style="list-style-type: none">1. Include timely conferences with the employee and evaluator to review and sign each evaluation.2. Group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.3. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.

<p>4. Delegation of Responsibility</p>	<p>4. Provide a procedure for identifying and commending effective performance, counseling and assisting employees where improvement is necessary, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</p> <p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none">1. Setting of specific job objectives by the Superintendent and the employee's supervisor.2. Conduct of evaluations at designated intervals for probationary employees and each year for regular employees.3. Establishment of reasonable performance standards to permit the employee to meet performance objectives determined by the Superintendent and the employee's supervisor.4. Method of making and retaining personnel records which ensures that entries are based on observable and verifiable facts, note is taken of an employee's strengths and weaknesses, same recording system is used for all employees similarly situated, all materials will be held confidential, and the employee has an opportunity to review evaluations and append a written statement. <p>Provisions for improving unsatisfactory performance by offering reasonable resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.</p>
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