

CLASSIFIED PERSONNEL EVALUATION

Evaluation

The Board of Education considers evaluation one of the responsibilities of the supervisory personnel. Evaluation procedures are under the direction of the superintendent, or the superintendent's designee, who directs the process and assesses the data submitted by the appropriate supervisor personnel.

An evaluation of all new employees will be made prior to the end of the probationary period by the immediate supervisor. Other employees will be evaluated annually or as appropriate or at the request of the employee. The written evaluation form shall be shown to the employee and be given a copy for the record. The employee shall sign the file copy acknowledging that it was shown, and that the employee read its contents and was given a copy thereof. Any employee judged to have serious deficiencies shall be notified of them by the evaluating supervisor. The evaluating supervisor shall attempt to provide such reasonable assistance as the employee may request with respect to the correction of any deficiencies.

Cross Ref.: Current Employee Agreements
549.1, Non-School Employment Activities

Adopted: 11/8/82

Revised: March 1994
April 2002

Waunakee Community School District