No. 313.2

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: EVALUATION OF

CLASSIFIED EMPLOYEES

ADOPTED: September 23, 1999

FIRST READING: February 22, 2018

REVISED &

APPROVED: March 22, 2018

313.2 EVALUATION OF CLASSIFIED EMPLOYEES

1. Authority

Evaluation is a continuing process in which classified employees and their respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, facilitate attainment of Career Center goals and objectives, and inform compensation determinations in accordance with JOC policies and applicable contracts and agreements.

The objectives of the evaluation plans for classified employees are:

- 1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving Career Center Goals.
- 2. To identify areas in which an employee needs to improve in order to achieve Career Center goals and objectives, and assist in the identification and development of resources that will help the employee to improve in these areas.

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The Joint Operating Committee shall approve plans for regular, periodic evaluation of classified employees. The JOC shall be informed periodically about the results of evaluations.

2. Delegation of Responsibility

Evaluations shall be conducted by administrators and supervisors designated by the Executive Director.

The Executive Director or designee shall develop administrative regulations or procedures for evaluating classified employees, which shall be consistent with the requirements of law and JOC policy.

Evaluations of classified employees should, at a minimum, include the following:

3. Guidelines

Evaluations of classified employees should, at a minimum, include the following:

- 1. Means to measure achievement of specific objectives and goals identified by the employee's supervisor.
- 2. Establishment of reasonable performance standards to assess the employee's job skills and competencies.
- 3. Provisions for identifying and improving unsatisfactory performance.

Evaluation forms, once completed, will be reviewed with the employee and then filed in the employee's personal file. A copy of the completed evaluation form will be provided to the employee

Employees shall have the right to submit a written rebuttal of information contained in the evaluation within 10 days. The rebuttal form will be placed in the employee's personal file along with the original evaluation form.

References:

School Code - 24 P.S. Sec 510 Board Policy - 002, 003