



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