

PERSONNEL

Evaluation: Classified Employees/Classified/Professional/Non-Instructional Evaluations

A. Onboarding

The evaluation process and procedure will be reviewed with new employees. It is the responsibility of the school/department to review the instrument and rubric with employees.

B. Probationary Employee Evaluations

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1. Probationary employees must receive an evaluation before the end of their eighteen (18) month probationary period. A probationary ~~Each~~ employee hired after March 1 of the current school year will be evaluated ~~annually no~~ later than June of the following school year to allow the administrator appropriate time to assess their performance. ~~by the appropriate administrative official~~
- ~~2. This evaluation will be completed in June each year, using the established evaluation instrument.~~
- ~~3.2.~~ A copy of the evaluation will be maintained in the employee's personnel file.
3. Interim evaluations will be at the option of the appropriate administrator unless performance is unsatisfactory. In cases of unsatisfactory performance, additional evaluations are expected to be entered into the online evaluation system with the appropriate copy of the evaluation forwarded to the Department of Human Resources.
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C. Non-Probationary Employee Evaluations

1. Evaluations for non-probationary classified/professional employees are on a three-year cycle. However, administrators may choose to evaluate their employees more frequently.
2. Evaluations for summative (third year) classified/professional employees must be completed by deadlines established by Human Resources.
3. A copy of the evaluation will be maintained in the employee's personnel file.

D. Evaluations That Are Less Than Proficient

1. When performance warrants a rating of “Unacceptable,” the employee must be placed on a *Performance Improvement Plan (PIP)*. When performance warrants three or more ratings of “Developing/Needs Improvement,” the employee should normally be placed on a PIP.
2. Any employee who receives an unsatisfactory evaluation must be formally evaluated again the following year.

C.E. Written Comments

1. If ratings are unsatisfactory, the evaluator will write specific recommendations for improvement.
2. The employee will be given an opportunity to submit written information in response to the evaluation. However, the evaluation ratings are not grievable.
3. The evaluator is encouraged to include details of outstanding contributions or strengths in the narrative section.

Approved by Superintendent: July 16, 1991

Revised by Superintendent: March 8, 2021

Revised by Superintendent: