

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EVALUATION OF SUPPORT  
EMPLOYEES

ADOPTED: March 14, 2006

REVISED:

512. EVALUATION OF SUPPORT 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 support personnel employed by the district.</p>
2. Authority	<p>The evaluation plan for support employees shall be approved by the Board.</p>
3. Guidelines	<p>The objectives of the district evaluation plan for support employees are:</p> <ol style="list-style-type: none"><li>1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.</li><li>2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties.</li></ol> <p>The evaluation plan shall:</p> <ol style="list-style-type: none"><li>1. Include timely conferences with the employee and evaluator to review and sign each evaluation.</li><li>2. Group support employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.</li><li>3. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.</li></ol>

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<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"><li>1. Conduct of evaluations for probationary employees and annual evaluations for regular employees.</li><li>2. Establishment of reasonable performance standards to permit the employee to meet performance objectives determined by the employee's supervisor or department head.</li><li>3. Method of making and retaining personnel records which ensures that all materials will be held confidential and the employee has an opportunity to review evaluations and append a written statement.</li><li>4. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, modifying objectives, and/or scheduling follow-up conferences to assess change.</li></ol> <p>Procedures prepared by the Superintendent or designee shall have the following characteristics:</p> <ol style="list-style-type: none"><li>1. Be clear and unambiguous in intent and language.</li><li>2. Establish reasonable standards.</li><li>3. Apply in a consistent and uniform manner to all employees in the same class.</li><li>4. Be available to employees for review before they are applied.</li><li>5. Be reviewed and updated.</li><li>6. Be referred to the Board for information purposes.</li></ol>
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