

EVALUATION OF CLASSIFIED EMPLOYEES

While adherence to the elements listed below is not required for making personnel decisions, they shall be followed to the extent feasible.

DESIGNATION OF EVALUATORS

Any classified employee's performance evaluation shall be completed by the immediate supervisor. Input may be secured from other administrators/supervisors as needed to complete the evaluation.

EVALUATION CRITERIA

The classified employee evaluation shall utilize four standards: job knowledge, job competence, professionalism, and communication/interpersonal skills. Each standard shall measure performance according to a four-point range as follows:

1. Exceeds position expectations
2. Meets position expectations
3. Needs improvement
4. Does not meet position expectations

EVALUATION CYCLE

A written performance evaluation shall be completed for all classified employees during the first year of employment and every alternating year thereafter (2 year cycle) with an approved performance rating of 2.70 and above. Any performance rating of 2.69 and below requires an annual evaluation.

In the event a classified employee acquires a new position, an evaluation shall be completed after one year in the new position, then every alternate year thereafter.

The employee's supervisor may establish an annual evaluation cycle based on the employee's situation.

An employee may request an evaluation during an "off cycle" evaluation cycle.

OBSERVATION AND ONGOING PERFORMANCE FEEDBACK

The evaluator and employee shall meet at the beginning of the evaluation cycle to establish expectations of duties and responsibilities of the employee's job and establish goals and personal development needs.

Through the evaluation cycle, both the evaluator and employee are expected to communicate openly about accomplishments, expectations and improvements of on-the-job performance. The evaluator shall maintain a record and sufficient communications in order to accurately rate the employee's work.

EVALUATION CONFERENCES

Prior to the annual target date for each classified employee employee's evaluation, the evaluator and evaluatee shall have a mid-year conference. This conference is intended to be a give and take session in which the evaluator and evaluatee share their observations and perception on current level of performance. In addition, classified employees will have the option to submit a self-reflection form to their evaluator outlining their comments on progress and/or growth in their work.

The final evaluation conference shall involve a thorough discussion on the rating results and shall give the evaluatee the opportunity to record comments and discuss with the evaluator the "Overall Evaluation Score."

EVALUATION REPORT

Before the conclusion of the final evaluation conference, the following items shall have been completed:

1. Evaluator shall sign the evaluation form
2. Evaluatee shall sign the form to acknowledge that he or she had the opportunity to record comments on the form
3. Evaluatee shall receive a copy of the evaluation

Original completed performance evaluation forms shall be forwarded to the department of human resources to be placed in the employee's personnel file.

AT-WILL STATUS OF CLASSIFIED EMPLOYEE

Classified employees, unless otherwise designated by contract, shall be considered "at-will" employees who serve at the discretion of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall diminish the district's ability to employ classified employees only for such time as the district is in need of or requests the services of such employees. The district reserves the right to discipline or terminate the employment of a classified employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

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