



Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 504-5636

2023-2024

TIMELINE FOR ANNUAL CLASSIFIED PERSONNEL EVALUATIONS

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| August – September | Job Descriptions, Campus/Department Expectations and Goals presented to all classified personnel |
| September-December | Administration meets with all classified personnel at least one time to review evaluations, progress, needs of improvement, and concerns |
| January – February | Mid-Year conference and review of Job Description with classified personnel to determine eligibility for LOA |
| March | Conference with classified employees not expected to receive a Letter of Assurance for the 2024-2025 school year. Note: All documentation should be in place to support the reason for not receiving a Letter of Assurance for the 2024-2025 school year. |
| April 12, 2024 | Recommendation list sent out for LOA's to Campuses and Departments |
| April 26, 2024 | Recommendation list for LOA's due to HR |
| May 10, 2024 | LOA's sent out to Classified Employees via <i>Talent Ed</i> (<i>Employee Records</i>) |
| May 29, 2024 | All Classified Personnel Evaluations are due to Human Resources Department via TalentEd. |
| May 29, 2024 | All LOA's due- <i>Electronically signed by employees via Talent Ed</i> |

All classified evaluations are fillable and can be found on the Human Resource website <https://www.bisd.us/departments/curriculum-instruction-human-resources/human-resources/evaluations> under "Job Descriptions/Evaluations". Click on the appropriate level and the titles of each position can be found at the bottom of each spreadsheet. You will type in your responses. All evaluations are on EXCEL and are placed by workbooks; each workbook contains all evaluations for that level. Each evaluation has fields for comments and will also generate the total points and average.

When evaluating your employees, please enter NA on the comment line of any indicators that do not apply at your location to the duties of the employee being evaluated. If the area of consideration is Not Applicable leave this area blank and it will not be included in the scoring.

As a reminder, a rating of 1, 2 or 4 in any section require written justification.

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