

*PERFORMANCE EVALUATIONS FOR CLASSIFIED PERSONNEL*

It is the intent of the District and the Nevada legislature that a uniform system be developed for objective evaluation of classified personnel. This policy must set forth a means according to which an employee's overall performance may be determined to be satisfactory or unsatisfactory. The policy may include an evaluation by the teacher, pupils, administrators or other classified staff or any combination thereof. A copy of the policy adopted by the board must be filed with the department. The primary purpose of an evaluation is to provide a format for constructive assistance. Evaluations, while not the sole criterion, must be used in the dismissal process.

Timeline for Evaluations – Introductory Classified Personnel

A conference and a written evaluation for an introductory classified employee must be conducted quarterly for the first 12 months of employment (calculated from the employee's start date).

The evaluation of an introductory employee must, if necessary, include recommendations for improvements in their performance. A reasonable effort must be made to assist the employee to correct any deficiencies noted in the evaluation. The employee must receive a copy of each evaluation not later than 15 days after the evaluation. A copy of the evaluation and the employee's response, if any, must be permanently attached to the master personnel file for that employee.

Timeline for Evaluations – Post-Introductory Classified Personnel

Each classified employee who has completed their introductory period must be evaluated at least once per year.

The evaluation of a post introductory employee must, if necessary, include recommendations for improvements in their performance. A reasonable effort must be made to assist the employee to correct any deficiencies noted in the evaluation. The employee must receive a copy of each evaluation not later than 15 days after the evaluation. A copy of the evaluation and the employee's response, if any, must be permanently attached to the master personnel file for that employee.