

CAMBRIAN SCHOOL DISTRICT
Board Policy

Policy 4315
Adopted: March 26, 2002
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PERSONNEL

Evaluation of Management/Confidential Employees

All management and confidential employees will be evaluated annually by their supervisor.

The ideal evaluation is constructive and shall provide an appraisal of employees' performance of their responsibilities directly toward improving their level of competence. It shall be a cooperative and continuing process actively involving the employee, supervisor, and other qualified evaluators.

- A. Evaluation shall include a review of the employee's general and specific responsibilities and a determination as to how they are fulfilling them. It shall also include a survey of the actual work and working conditions to insure consistency between these and the job descriptions.
 - 1. Evaluation of an informal nature may become a part of an employee's personnel file only after it is reviewed with the employee concerned.
 - 2. Evaluation shall insure fair and equitable treatment of each employee.
 - 3. Evaluation shall provide a basis for retention, promotion, salary adjustment or dismissal of employees.
 - 4. Even though most evaluations will be made by the employee's supervisor, occasionally administrators or other supervisory personnel may make observations and/or evaluations.

- B. Each confidential employee should have a minimum of one formal evaluation annually prior to August 1st.
 - 1. It shall include a conference between the employee and the evaluator.
 - 2. The employee shall receive a dated copy of the evaluation report, signed by the evaluator.

3. The employee should sign the evaluation report to indicate it has been read. The signature does not mean concurrence with the evaluation.
 4. Should the employee disagree with the judgment of the evaluator, it should be so indicated on the report or a separate statement should be provided by the employee to be made a part of the report.
 5. A copy of the evaluation report together with any attachments, shall be made a part of the employee's personnel file.
- C. Formal evaluations other than the one required annually may be made.
1. An evaluation shall be made as soon as general unsatisfactory work is noted.
 2. Any unsatisfactory evaluation shall be referred to the Superintendent immediately.
 3. A second evaluation shall be made between 30 and 60 days after any unsatisfactory evaluation.
 4. An evaluation shall be made before five (5) months after an employee has been promoted or transferred to a new position.
- D. Each employee shall be evaluated satisfactory, needs improvement, or unsatisfactory on the following performance of duty factors.
1. Knowledge of required skills.
 2. Effectiveness of routines.
 3. Quality of work.
 4. Adjustment to work situation.
 5. Amount of work performed.
 6. Supervisory ability.
- E. Any material which might serve as the basis for affecting the status of the individual's employment will be maintained in the employee's file only after it has been reviewed with the employee. Employees shall have the right to inspect their personnel files upon request.
- F. Probationary employees shall be informed at the time of their evaluation whether or not their over-all rating meets the requirement for permanent status.