



PERSONNEL – CLASSIFIED EMPLOYEES

BOARD POLICY – EVALUATION/SUPERVISION

BP 4215

The County Board of Education and the County Superintendent of Schools recognize that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures specified in negotiated contracts and based on job-specific standards of performance.

The County Superintendent of Schools expects supervisors to gauge employees' on-the-job effectiveness and skills in a fair, objective, and consistent manner. Evaluations shall address the competence and care with which the employee executes their assigned responsibilities. As appropriate, evaluations also may address the extent to which the employee works cooperatively with others and observes school or SBCEO rules and regulations.

The County Superintendent of Schools or designee shall ensure that evaluation ratings have uniform meaning throughout the SBCEO.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the County Superintendent of Schools expects employees to accept responsibility and take initiative to improve their performance. The Superintendent or designee shall assist employees in obtaining needed job skills.

The evaluation shall be dated and signed by both the employee and the supervisor.

The County Superintendent of Schools or designee shall ensure that classified employees have access to rules and procedures related to performance evaluations.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Management Resources

Website
Website

Description

[CSBA](#)
[California School Employees Association](#)

State

Ed. Code 45113
Ed. Code 45261
Ed. Code 45262
Gov. Code 3543.2

Description

Notification of charges, classified employees
Subjects of rules (merit system districts)
Distribution of rules
Scope of representation

ADOPTED BY COUNTY BOARD: September 1, 2022
REVISED: