

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P606 - Evaluation Of Classified Employees
Code	P606
Status	Active
Adopted	November 11, 1981
Last Revised	March 13, 2013
Last Reviewed	March 13, 2013

Policy Number: P606
Title: Evaluation of Classified Employees
Section: Personnel - Classified

I. Purpose

There shall be a plan for regular evaluation of all classified personnel employed by the school.

II. Authority

The goals of the evaluation plan for classified personnel are:

- A. to identify, improve and reinforce the skills, attitudes and abilities which enable an employee to be effective
- B. to identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties
- C. to identify employees performing below or above normal school standards.

III. Delegation of Responsibility

The Director shall prepare evaluation forms for the conduct of employee evaluations.

Adopted: 11/11/81
Revised: 3/13/13