

Central Greene School District

Section CLASSIFIED EMPLOYEESTitle EVALUATION OF CLASSIFIED EMPLOYEESCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981

Guide		Reference
	<p data-bbox="574 600 1195 634">512. EVALUATION OF CLASSIFIED EMPLOYEES</p> <p data-bbox="431 697 1321 764">There shall be a plan for regular evaluation of all classified personnel employed by the district.</p> <p data-bbox="431 793 1260 856">The goals of the evaluation plan for classified personnel are:</p> <ul data-bbox="461 890 1299 1108" style="list-style-type: none"> - to identify, improve and reinforce the skills, attitudes and abilities which enable an employee to be effective and - to identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties. <p data-bbox="503 1142 899 1176">The evaluation plan shall</p> <ul data-bbox="461 1209 1338 1717" style="list-style-type: none"> - group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees; - provide a procedure for ensuring that appropriate evaluation of performance takes place during probationary periods of employment, identifying and commending effective performance, counseling and assisting employees where improvement is desired, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance; and - provide guidelines for annual review and modification of the total evaluation system. <p data-bbox="418 1751 1308 1814">The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ul data-bbox="461 1848 1305 1911" style="list-style-type: none"> - setting of specific job objectives by the employee's supervisor or department head and/or the evaluator <p data-bbox="1175 1986 1305 2020">page 1/2</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p>

and person being evaluated;

- establishment of reasonable performance standards to permit the employee to meet performance objectives as determined by the employee's supervisor or department head and/or the evaluator and person being evaluated;
- a method of maintaining personnel records which ensures that evaluation entries are based on observable and verifiable facts, note is taken of an employee's strengths and weaknesses, the same recording system will be used for all employees similarly situated, all materials will be held confidential, and the employee has an opportunity to review evaluation records and to append a written statement; and
- provisions for improving unsatisfactory performance by offering aid, recommending how improvement can be effected, modifying objectives, and scheduling followup conferences to assess change.

The procedures as prepared by the Superintendent or his/her designee shall have the following characteristics: They must be clear and unambiguous in intent and in language, establish reasonable standards, apply in a consistent and uniform manner to all employees in the same class, and be available to employees for review before they are applied.