

OLD FORGE SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: November 29, 1985

REVISED: April 17, 2002

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all classified personnel employed by the district.</p>
2. Authority	<p>The evaluation plan for classified employees shall be approved by the Board.</p>
3. Guidelines	<p>The objectives of the district evaluation plan for classified personnel are:</p> <ol style="list-style-type: none">1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties. <p>The evaluation plan shall:</p> <ol style="list-style-type: none">1. Be in accordance with an applicable collective bargaining agreement.2. Involve employees wherever possible in reviewing and modifying the plan.3. Include timely conferences with the employee and evaluator to review and sign each evaluation.4. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.

<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none">1. Conduct of evaluations every four (4) months for probationary employees and each year for regular employees.2. Establishment of reasonable performance standards to permit the employee to meet performance objectives determined by the employee's supervisor or department head.3. Method of making and retaining personnel records which ensures that:<ol style="list-style-type: none">a. Entries are based on observable and verifiable facts.b. Note is taken of an employee's strengths and weaknesses.c. Same recording system is used for all employees similarly situated.d. All materials will be held confidential.e. Employee has an opportunity to review evaluations and append a written statement.4. Provisions for improving unsatisfactory performance by recommending how improvement can be effected and scheduling follow-up conferences to assess change. <p>Procedures prepared by the Superintendent or designee shall have the following characteristics:</p> <ol style="list-style-type: none">1. Be clear and unambiguous in intent and language.2. Establish reasonable standards.3. Apply in a consistent and uniform manner to all employees in the same class.4. Be available to employees for review before they are applied.5. Be reviewed and updated.6. Be referred to the Board for information purposes.
--	---