

Policy 4220 EMPLOYEE EVALUATION

The Board of Education recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of weaknesses.

The Superintendent shall develop a plan for the evaluation of support staff members. He or she shall invite the participation of employees in the development of the plan and shall assess and modify the plan as necessary.

Employees shall be grouped into position classifications based upon similarities of duties, responsibilities, and qualifications. The evaluation process shall be similar for all employees in a single classification.

The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when an employee fails to improve his or her performance. Evaluation procedures shall provide that each employee is informed of the specific objectives of his or her position and the standards that will be used to assess the employee's performance against those objectives.

Evaluation shall be made at least once each year for all employees who have worked at least three (3) months during the rating period. Each employee shall be given a copy of his performance evaluation and shall have the opportunity to review such evaluation with the supervisor who made the evaluation prior to its being placed in his personnel file. Appeals on adverse performance evaluations shall be resolved through the grievance procedure.

Any records created in the evaluation process will become part of the employee's file and subject to Board policy on personnel records. An employee shall have the right to inspect his official file kept in the personnel office. Although the Board agrees to protect the confidentiality of personnel references and other similar documents. It shall not establish any separate personnel file which is not available for the employee's inspection.

Adopted: 11 June 1997