

SHALER AREA SCHOOL DISTRICT

POLICY 512

SECTION: CLASSIFIED EMPLOYEES
TITLE: EVALUATION OF CLASSIFIED EMPLOYEES
ADOPTED: January 21, 1998
REVISED: March 15, 2000; May 16, 2001

512. EVALUATION OF CLASSIFIED EMPLOYEES

1. Purpose

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

2. Guidelines

The goals of the evaluation plan for classified personnel are 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.

The evaluation plan shall:

1. 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.
2. Provide a procedure for ensuring that appropriate evaluation of performance takes place during probationary periods of employment.

3. Delegation of Responsibility

The Superintendent or designee shall prepare procedures for the conduct of employee evaluations. The procedures shall include notice to classified employees that a plan of improvement will be provided to an employee who receives an unsatisfactory evaluation. The plan of improvement shall include a notice of deficiencies, expectations, assistance, and timelines for achieving the expectations. An employee who receives two consecutive unsatisfactory evaluations or who does not satisfactorily

complete the plan of improvement shall be recommended by the administration for termination of employment by the Board of School Directors.