

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED EMPLOYEES

ADOPTED: February 24, 1997

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1.Purpose	There shall be a plan for regular evaluation of all classified personnel employed by the District.
2.Authority	The goals of the evaluation plan for classified personnel are to identify, improve, and reinforce the skills, attitudes and abilities which enable an employe to be effective and to identify and improve upon weaknesses which prevent an employe from effectively carrying out assigned duties.
3.Guidelines	<p>Evaluations of employes shall be based on objective observation of their work performance. Observations shall be conducted openly with full knowledge of employes. Employes shall have the right to submit a written response to the evaluation, which shall be a copy of their evaluation prior to signing and returning it.</p> <p>Any evaluations which are less than satisfactory will be accompanied by recommendations for improvement.</p> <p>No report shall be submitted to central office, placed in an employe's file or otherwise be acted upon without prior conference with the employe. No employe shall be required to sign a blank or incomplete evaluation form.</p>