

The development of a strong, competent classified staff of employees, and the maintenance of high morale among this staff, are major objectives of the Board. A program of continuous evaluation is necessary in fulfilling these duties. The Board recognizes that thorough; regular appraisal of performance is critical to the realization of district goals. The primary purpose of personnel evaluation is the growth of individual staff members, the strengthening of the school staff as a whole, and improvement of support services provided. The Board expects principals and supervisors to exert every effort to encourage staff members to develop their performance to an optimum degree.

1. The Classified Employee Evaluation Form will be used to evaluate Classified Employees.
2. Classified Employees shall be evaluated as per duties assigned by the administrator or supervisor as follows:
 - a. Performance appraisal will be continuous; it will not be limited to items and procedures set for formal evaluations.
 - b. Observation and monitoring of the classified employee shall be ongoing and conducted in a professional and ethical manner. Supervision shall be as open and direct as possible allowing for considerations for the nature of reasonable concerns.
 - c. The Classified Evaluation Form for each employee shall be completed and submitted to the District Service Center by June 1.

Evaluation Forms

1. After discussing the annual evaluation with the Classified Employee, the annual evaluation shall be signed by the Principal / Supervisor and the classified employee being evaluated. If the classified employee declines to sign the document the Principal/ Supervisor will document the employee refused to sign the evaluation which will verify that the classified employee had access to the annual evaluation. Signature by the classified employee implies only that the employee has had an opportunity to see the written evaluation. In signing the evaluation, the classified employee does not sacrifice any right to appeal or to grieve.
2. The classified employee shall have the right to include a written statement or document as an addendum to the evaluation form if he/she wishes to do so.
3. The original copy of the annual evaluation shall be submitted to Human Resources for review and placement in the respective personnel files. The second copy shall be given to the classified employee.

Unsatisfactory Performance:

1. When aspects of a classified employee's performance are in need of improvement, the Principal or Supervisor will specifically identify, document, and discuss with the employee those areas needing improvement. A plan of improvement for unsatisfactory performance may be used to address concerns. . . . If the

classified employee does not show improvement, or depending upon the severity of the action, he/she may be reprimanded or terminated .

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**LEGAL REFERENCE:****ADOPTED: September 20, 1999****AMENDED/REVISED: July 15, 2013; January 15, 2018; August 18, 2025**