

PURPOSE OF EVALUATION

The major goal of the District's classified employee evaluation program is to promote personal growth and performance, and to keep employees informed regarding expectations and achievement which will result in improvement of the education and support services.

Performance evaluation is an essential part of service improvement and staff development. It also creates a better understanding between supervisors and employees. Periodic evaluations assist the supervisor and employee to identify strengths which should be encouraged and areas where improvement is needed. Evaluation will also help the supervisor recognize employee potential for advancement.

A major emphasis of the classified employee evaluation program is to improve the quality of work performance of each employee. An effective evaluation plan which centers on improvement in the quality of work performance provides for increased and improved educational opportunities for students at all levels of education. It is further recognized the District's classified employee evaluation plan will result in a greater emphasis on staff growth and self-improvement. Additional benefits which can be realized through such an evaluation program include:

- Assurance of the highest quality staff
- Provisions for measurement of employee professional growth
- Identification of areas where improvement is needed and assistance should be provided
- Recognition and reinforcement of effective work performance
- Validation of employee hiring process
- Provision for assignment modifications
- Compliance with legislative requirements
- Provision of work environment in which employees can maximize work performance in specific work assignments

It is important that each classified employee be aware of all information relating to job performance expectations and achievement.

CLASSIFIED EVALUATION PROCEDURES

I. GENERAL

- A. Evaluation is a summary of data from numerous sources including direct observation of work performance, work site, and work production, and input from supervisors, co-workers, students, and the general public, whenever appropriate.
- B. Formal classified employee evaluations shall be produced on approved district forms.
- C. Completion of Form C-I is required for all formal evaluations. The following classified personnel listed below have an additional evaluation:
 - Food Services: Cafeteria Work Inspection Sheet
 - Custodial: Custodial Work Inspection Sheet
 - Transportation: Bus Driver Testing & Evaluation
- D. A written evaluation will be shared at a conference between the supervisor(s) and the employee. The employee may attach a written response to the evaluation to explain or refute the formal evaluation. Judgments of evaluators are final and not grievable under the collective bargaining agreement.
- E. All written evaluations should be typed or produced on the computer. Changes and/or corrections should be initialed by the employee and supervisor.

II. PROBATIONARY EMPLOYEES

- A. As per the collective bargaining agreement, the probationary period is six working months from the first day in the bargaining unit.
- B. Probationary classified employees will be formally evaluated twice during this period: the first evaluation will be three working months from their hire/transfer, and the second evaluation will be six working months from their hire/transfer.
- C. The employee does not leave probationary status until their second formal probationary evaluation is completed.

III. NON-PROBATIONARY EMPLOYEES

- A. Non-probationary classified employees will be evaluated, every other year.
- B. An administrator/supervisor has the option to evaluate an employee Between October 15, and June 15, during the annual term
- C. The District's Human Resources Department will notify evaluators by October 1 of each year which classified employees they are responsible to evaluate.
- D. Evaluations for each year are due in the Human Resources Department by June 15.

IV. ASSIGNMENT OF EVALUATORS

A. TRANSPORTATION

- 1. The Transportation Manager will be evaluated by the Director of Administrative Services.
- 2. All other transportation department employees will be evaluated by the Transportation Manager with input from building principals and other lead personnel, if appropriate.

B. MAINTENANCE/CUSTODIAL

- 1. The Operations Supervisor will be evaluated by the Director of Administrative Services.
- 2. All other maintenance personnel will be evaluated by the supervisor, or his designee, in conjunction with the Director of Administrative Services.
- 3. Custodial
 - a. The head custodian will be evaluated jointly by the Operations Supervisor and the building principal.
 - b. Other custodial personnel will be evaluated jointly by the Operations Supervisor and the building principal in conjunction with lead personnel.

C. NUTRITION SERVICES/WAREHOUSE

- 1. The Nutrition Services Manager will be evaluated by the Director of Administrative Services.
- 2. The head cook at each work site will be evaluated jointly by the Nutrition Services Manager and the building principal.
- 3. All other nutrition services personnel will be evaluated by the Nutrition Services Supervisor and building principal in conjunction with lead.

D. SECRETARIAL

1. The head secretary in each building or district office department will be evaluated by the supervisor/principal.
2. All other secretarial personnel will be evaluated by the supervisor/principal in conjunction with the head secretary or other lead personnel.

E. CLERICAL/INSTRUCTIONAL ASSISTANTS

1. Clerical assistants will be evaluated by the supervisor/principal in conjunction with appropriate lead secretarial/clerical personnel.
2. Instructional assistants will be evaluated by the building principal or designee in conjunction with the supervising teacher or other lead personnel.

F. BUSINESS OFFICE/MANAGEMENT INFORMATION SERVICES/CURRICULUM

1. Managers will be evaluated by the Director of Administrative Services.
2. All other personnel will be evaluated by the manager in conjunction with other lead personnel.