

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF
CLASSIFIED EMPLOYEES

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

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 employee to be effective and to identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.
3. Guidelines	The evaluation plan shall 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 and shall provide a procedure for ensuring that appropriate evaluation of performance takes place during probationary periods of employment, identifying and commending effective performance, counseling and assisting employees where improvement is desired, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.
4. Delegation of Responsibility	<p>The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none">1. Setting of specific job objectives by the employee's supervisor or department head.2. Conduct of evaluations every two (2) months for probationary employees and every and every twelve (12) months for qualified employees.3. Establishment of reasonable performance standards to permit the employee to meet performance objectives as determined by the employee's supervisor or department head.4. A method of maintaining personnel records which ensures that evaluation entries are based on observable and verifiable facts, note is taken of an employee's strengths and weaknesses, the same recording system will be used for all employees similarly situated, all materials will be held confidential,

	<p>and the employee has an opportunity to review evaluation records and to append a written statement.</p> <ol style="list-style-type: none">5. A method of resolving disagreements between the evaluator and the person evaluated regarding objectives, methods and frequency of evaluation by the Superintendent or designee.6 Provisions for improving unsatisfactory performance by offering aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.7. Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.
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