

Evaluation of Staff

Evaluations shall include four elements as listed below:

1. Each employee will be evaluated at periodic intervals as specified in Board policy (only classified has intervals specified) or CBA;
2. The evaluation shall assess the employee's performance of the duties and responsibilities specified in the job description and evaluation standard;
3. The evaluator will inform the employee prior to the period of performance being evaluated his/her expectation regarding the employee's performance;
4. The evaluator will provide the employee with a copy of the evaluation document and discuss it with him/her.

The process to be followed in conducting and discussing the evaluation with the employee is at the discretion of the district of applicable Board policies, negotiated agreement provisions and statutes.

An evaluation which has been completed and signed by both the supervisor and the employee shall not be subsequently altered or supplemented by either party.

A supervisor who wishes to address an item referenced in a previously completed evaluation may do so by way of a subsequent evaluation.

Position Evaluation – Classified Employees

A Position Evaluation Committee will review all requests for reevaluation of a position and will recommend any necessary changes to human resources and the superintendent's cabinet or superintendent for final decision.