

# Cove School District 15

Code: **GDN**  
Adopted: 8/04/81; 1/05/99  
Readopted: 11/13/01; 8/20/13  
Orig. Code(s): 4550; 4550R; 4600; 4600R;  
4500

## Classified Staff Evaluation

The Board requires at least annual evaluations of all classified personnel. The superintendent shall develop and implement the district's supervision and evaluation program.

Performance requirements for classified employees will be determined by formal evaluation of the employee's performance of job responsibilities, tasks and functions measured against job descriptions.

Evaluations shall be in writing, dated and signed by both the employee and the supervisors. One copy of the evaluation will be placed in the district's personnel files and one will be provided to the employee. Evaluation results will be discussed with the employee and the employee shall have the opportunity to make a written statement regarding the evaluation and have that statement placed in his/her personnel file.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)