

**Douglas Education
Service District**

Code: **GDN**
Adopted: 1/29/09
Readopted: 4/16/15
Orig. Code(s): 6130

Evaluation of Classified Employees

To determine the quality of each classified employee's performance and make improvements thereto, the Board requires an annual evaluation of every classified employee. The superintendent shall develop evaluation processes in accordance with the applicable collective bargaining agreement. The evaluation process shall include the established job descriptions, performance standards, annual goals of the employee, pre-evaluation and post-evaluation interviews. The superintendent shall develop the evaluation process in consultation with ESD administrators and with classified employees belonging to and appointed by the bargaining unit.

The superintendent shall have the authority to establish administrative regulations governing this policy. A synopsis of this policy and the administrative regulations that implement it may be published in the form of an employee handbook. The Board shall review the administrative regulations and employee handbook on an annual basis.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)