

Echo School District 5R

Code: **GDN**
Adopted: 1/96
Readopted: 1/22/13
Orig. Code(s): GDN

Evaluation - Classified Staff

There will be an ongoing appraisal of all classified staff performance which will include, but not be limited to, the ability to carry out the specific job assignments.

All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least one a year thereafter.

Supervisors have the responsibility for ensuring that all employees know the basis upon which they are to be evaluated, before the evaluation.

All evaluations shall be on district-approved forms, with standards for evaluation enumerated in all areas to be evaluated. An evaluation of unsatisfactory requires justification and substantiation, with suggestions for improvement.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)