

Lake County School District 7

Code: **GDN**
Adopted: 8/12/02
Readopted: 3/28/11
Orig. Code(s): GDN

Classified Staff Evaluation

It is the policy of the Board to provide at least one written annual evaluation of all classified personnel including full-time, part-time, regular and probationary employees in accordance with the following requirements:

1. **Responsibility:** The responsibility for performing regular evaluation of districtwide classified employees rests with the superintendent or his/her designee. The responsibility for performing regular evaluation of building level classified employees rests with the principal or his/her designee. Employees who have more than one supervisor may be evaluated by one or both supervisors;
2. **Evaluation Procedure:**
 - a. **Probationary Employees:** An evaluation during the probationary period of employment and prior to becoming a regular employee shall be completed for all probationary personnel. Employees who change positions and/or classifications may be considered on probationary status for evaluation purposes;
 - b. **Regular Classified Employees:** Evaluations shall be completed on an annual basis and/or additional evaluations may be made when there is evidence that performance needs to be improved. Employees recessed during the summer shall be evaluated on or before their last working day. Twelve-month employees may be evaluated at any time;
 - c. **Evaluation Process:** The evaluation shall be in writing, dated and signed by both the employee and the supervisor. The evaluation shall be discussed and a copy placed in the personnel file. An additional copy will be provided to the employee;
 - d. **Employee Comments:** When the supervisor and employee have differences of opinion on the evaluation, the employee shall place a response on the evaluation form under the "Employee Comments" section and may attach additional comments if necessary.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)