

### **Evaluation of Classified Staff**

The development of a strong, competent staff and the maintenance of high morale among the staff is a major objective of the Board. Selection of the right employees to fill vacancies, determination of assignments and equitable work loads, establishment of wage and salary policies that encourage employee achievement and provision of a good atmosphere in which to work are requirements of the Board. The Board believes that a program of continuous evaluation is necessary to meet its requirements.

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

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**Legal Reference(s):**

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)