

Evaluation – Classified/Confidential Staff

Written evaluations shall be completed yearly.

1. Probationary employees, those in their first six months, shall be evaluated at least once during that period. Unsatisfactory evaluations may result in dismissal.
2. Probationary employees with satisfactory work performance shall be placed on regular status starting with the seventh month.
3. All employees with a substandard performance shall be counseled by their supervisor. Three substandard evaluations may be considered grounds for dismissal.
4. Copies of all evaluations shall be filed with the superintendent.

Confidential employees including supervisors, deputy clerk and superintendent's secretary will be evaluated annually by the superintendent.

A post evaluation interview will be held for each evaluation.

1. The results of the evaluation will be discussed.
2. A written program of assistance for improvement, if needed, will be established.