

Monument School District 8

Code: GDN/GDP
Adopted: 1978
Orig. Code: GDN/GDP

Evaluation/Termination of Classified Staff

The primary purpose of the employee performance evaluation is to improve service. A secondary purpose is to determine the conditions for continued employment. Evaluation procedures shall be included in the overall personnel management program of the school district.

1. Each employee shall be evaluated at least once a year by his or her supervisor. First-year employees, and those transferred to new positions, shall be evaluated by the end of the first six months in the positions.
2. The evaluation shall be completed on district-developed and approved forms.
3. The evaluation form shall be signed by both the employee and the supervisor making the appraisal and placed in the employee's personnel file.
4. The employee may attach his or her written comments to the evaluation and the comments will be placed in the employee's personnel file along with the evaluation.

A classified employee who has been demoted or dismissed shall be entitled to a hearing before the school Board if a written request is filed with the Board within 15 days of the dismissal or demotion.

END OF POLICY

Legal Reference(s):

[ORS 342.663](#)

Job Descriptions and Negotiated Agreements