

Evaluation of Classified Staff

The procedures for implementation are designed to carry out the evaluation policy for classified employees. Time lines included in these procedures are intended to act as a guide to facilitating the improvement of performance for classified employees. It is expected that these procedures will be implemented in a cooperative manner.

The evaluation procedures for probationary employees are designed to assess performance during the probationary period and determine recommendations for continued employment.

Evaluation Procedures for Probationary Employees:

The evaluation cycle for probationary employees shall include the following:

1. **Pre-Evaluation Conference:** Prior to or on the first day of employment, the supervisor will review the position description with the probationary employee and outline other expectations not included in the position description. These expectations shall be in writing. The evaluation procedures used during the probationary period shall be reviewed with the employee.
2. **Observations:** The supervisor shall make periodic observations (not less than two) of the probationary employee's performance during the 60-day probationary period.
3. **Post-Evaluation Conference:** Prior to the end of the probationary period, the supervisor will formally evaluate the probationary employee and make recommendations to the administrator. This recommendation shall be one of the following: A recommendation for permanent status, a recommendation for extension of the probationary period by an additional 60 days with specific recommendations for improvement (plan of improvement), or a recommendation for dismissal. A recommendation for dismissal shall state, in writing, specific reasons for the recommendation.

Recommendations for Permanent Status:

As soon as an employee has been placed on permanent status, the normal evaluation cycle for permanent employees shall begin.

Evaluation Procedures for Permanent Employees:

1. **Pre-Evaluation Conference:** This conference should take place prior to October 15 for 12-month employees and prior to November 15 for 9-month employees. Goals and objectives, which may be the primary focus during the evaluation cycle will be identified in writing and should be developed cooperatively between the employee and supervisor. Additionally, the job description will be

reviewed and may be used as a basis for identifying goals and objectives. A time should be set near the mid-point of the evaluation cycle for review of progress toward goals and objectives.

2. **Observations:** The supervisor will observe employee performance where practical and discuss information gathered during the observation period with the employee. Information gathered and discussed with the employee shall be in writing and a copy given to the employee (observation form). Observation information may be attached to the final yearly evaluation.
3. **Interim Evaluation Conferences:** These conferences may be informal and are intended to review progress being made toward accomplishment of yearly goals and objectives. If the supervisor deems necessary, a conference summary will be written and a copy given to the employee.
4. In those cases where progress toward meeting goals is deemed to be unsatisfactory, the supervisor shall document specific areas of concern and make suggestions for corrective action. If performance continues to be unsatisfactory, a written plan for improvement shall be developed.
5. **Post-Evaluation Conference:** At or near the end of the evaluation cycle, the supervisor shall meet with each employee and review their performance. Notations regarding accomplishments and/or deficiencies shall be made at this time. The final evaluation shall be in writing on the approved district evaluation form. The employee shall receive a copy of the final evaluation and the original shall be forwarded to the deputy clerk office for placement in the personnel file. Goals and objectives for the next year should be discussed and written at this time.
6. **Employee Response:** The employee being evaluated may respond in writing on the evaluation form or attach statements to the final evaluation. Responses from the employee shall become a permanent part of the evaluation and shall be filed with the evaluation in the administrative office personnel file.