

Scio School District 95

Code: **GDN**
Adopted: 12/13/82
Readopted: 5/23/01
Orig. Code(s): 4640-4641

Evaluation of Classified Staff

The Board will require at least one evaluation of all classified personnel each school fiscal year to be completed not later than April 1. The evaluation shall be in writing, dated and signed by both the employee and the supervisor. One copy of the evaluation will be placed in the employee's personnel file and one will be provided the employee.

The purpose of each evaluation is to determine the quality and quantity of work being done by each employee.

The evaluation shall be based upon observations and information available concerning the individual's performance.

The superintendent shall develop and implement a program designed to provide for the supervision and evaluation of the work of classified personnel.

Except as provided in a collective bargaining agreement, evaluation results will be discussed with the supervisor and employee, and the employee shall have the opportunity to make a written statement regarding the evaluation and have it placed in his/her personnel file.

END OF POLICY

Legal Reference(s):

[OAR 581-022-1720](#)