

Silver Falls School District 4J

Code: **GDN**
Adopted: 5/9/89-E
Readopted: 9/8/97; 12/9/02

Evaluation – Classified Staff

The development of a strong, competent staff and 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.

Their immediate supervisor will formally evaluate all classified employees at least twice during their first year of employment. Their first evaluation will be within the first three months of probationary employment. A second will occur no later than the fifth month of probationary employment (before 150 calendar days of probationary employment). After one year of employment, each employee shall be evaluated no less than annually.

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 or needs improvement requires a written explanation with suggestions for improvement. A Plan of Assistance for Improvement may be initiated with the employee in performance areas identified as unsatisfactory or needs improvement.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)