

**Willamette Education  
Service District**

Code: **GDN**  
Adopted: 7/8/03  
Readopted: 7/12/05; 6/22/10; 12/03/13

**Evaluation of Classified Staff**

An effective evaluation process is essential to the quality of the ESD's educational programs. It is an important tool in determining the current level of an employee's work performance. Under Board policy, supervisors are charged with the responsibility for evaluating staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about continued employment, dismissal and discipline.

Supervisors will formally evaluate all classified employees under their supervision at least twice during their first 120 days of employment. After that first probationary period of 120 days, classified employees shall be formally evaluated no less than every other year.

Supervisors have the responsibility for ensuring that all employees know the basis upon which they are to be evaluated before the evaluation takes place.

All evaluations shall be on WESD approved forms, with standards for evaluation enumerated in all areas to be evaluated. An evaluation of "unsatisfactory" or "requires improvement" requires a written explanation. "Plan of Assistance for Improvement" may be initiated with the employee performance areas identified as "unsatisfactory" or "requires improvement" as the foundation for such a plan of assistance.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)  
[ORS 332.505](#)  
[ORS 342.850](#)

[OAR 581-022-1720](#)