

CONNELLSVILLE AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: December 20, 2006

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all classified personnel employed by the district.</p>
2. Authority	<p>The evaluation plan for classified employees shall be approved by the Board.</p>
3. Guidelines	<p>The objectives of the district evaluation plan for classified personnel are:</p> <ol style="list-style-type: none">1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties. <p>The evaluation plan shall:</p> <ol style="list-style-type: none">1. Be in accordance with an applicable collective bargaining agreement.2. Include timely conferences with the employee and evaluator to review and sign each evaluation.3. Group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.4. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.

<p>4. Delegation of Responsibility</p>	<p>5. Provide a procedure for:</p> <ul style="list-style-type: none">a. Identifying and commending effective performance.b. Counseling and assisting employees where improvement is necessary.c. Dismissing an ineffective employee when counseling and assistance fail to produce effective performance. <p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ul style="list-style-type: none">1. Conduct of evaluations at required intervals for probationary employees and each year for regular employees.2. Method of making and retaining personnel records which ensures that:<ul style="list-style-type: none">a. Entries are based on observable and verifiable facts.b. Note is taken of an employee's strengths and weaknesses.c. Same recording system is used for all employees similarly situated.d. All materials will be held confidential.e. Employee has an opportunity to review evaluations and append a written statement.3. Method of resolving disagreements between the evaluator and the person evaluated regarding objectives, methods and frequency of evaluation.4. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected and scheduling follow-up conferences to assess change. <p>Procedures prepared by the Superintendent or designee shall have the following characteristics:</p> <ul style="list-style-type: none">1. Be clear and unambiguous in intent and language.2. Establish reasonable standards.3. Apply in a consistent and uniform manner to all employees in the same class.
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| | <ol style="list-style-type: none">4. Be available to employees for review before they are applied.5. Be reviewed and updated.6. Be referred to the Board for information purposes. |
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