

G-c-7 (GDO) EVALUATION OF CLASSIFIED STAFF

The district has adopted an evaluation system designed to ensure the highest quality of services for the district's students, staff and community. This system shall assist supervisors and classified employees in understanding the evaluation process.

However, support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall diminish the district's ability to employ support staff members only for such time as the district is in need of or desirous of the services of such employees. The district reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

The Superintendent of Schools shall cause to be developed procedures for evaluating performance of classified, support staff employees.

The classified staff's primary supervisor is primarily responsible for evaluation of the classified, support employee, with input from the building Principal as appropriate.

The primary supervisor of a food service worker is the Kitchen Manager, who is supervised by the Food Service Coordinator, who is supervised by the Director of Finance.

The primary supervisor of a custodian is the Head Custodian, who is supervised by the Facilities Coordinator, who is supervised by the Superintendent or Designee.

The primary supervisor of a bus driver and district mechanic is the Transportation Coordinator, who is supervised by the Superintendent or Designee.

The primary supervisor of a secretary and aide is the building Principal, who is supervised by the Superintendent of Schools.

Itinerant classified, support staff will be evaluated by an administrator designated by the Superintendent of Schools, with input from all other administrators whose building receives services from that itinerant classified staff member.

Revised: February 26, 2014

EVALUATION OF CLASSIFIED STAFF GUIDELINES

New Employees

The performance of each new classified, support employee shall be evaluated at least once during the first ninety (90) days of employment. A copy of the Classified Employee Evaluation (Exhibit A) shall be signed by the employee and his/her primary supervisor and given to the employee. The primary supervisor shall discuss the standards of performance and behavior required of the employee in the position to which he/she is appointed.

Classified Employees

Each classified, support employee shall be evaluated at least once each year (no later than May 31) by his/her primary supervisor. The Classified Employee Evaluation (Exhibit A) shall be discussed by the primary supervisor with the employee and a signed copy of the evaluation given to the employee at that time.

Evaluations of classified, support employees shall be sent to the Superintendent of Schools or designee by the primary supervisor under whom the employee is serving. The evaluation shall be reviewed by the Superintendent of Schools or designee and placed in the employee's permanent file.