

LITTLESTOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: September 17, 1990

REVIEWED: March 8, 2010

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	There shall be a plan for the regular evaluation of all classified personnel employed by the district.
2. Authority	The goals of the evaluation plan for classified personnel are: <ol style="list-style-type: none">1. To identify, improve and reinforce the skills, attitudes and abilities which enable an employee to be effective.2. To identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.
3. Guidelines	The evaluation plan shall: <ol style="list-style-type: none">1. 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.2. Provide a procedure for ensuring that appropriate evaluation of performance takes place during probationary periods of employment, identifying and commending effective performance, and counseling and assisting employees where improvement is desired.
4. Delegation of Responsibility	The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include: <ol style="list-style-type: none">1. Setting of specific job objectives by the employee's supervisor or department head.2. Establishment of reasonable performance standards to permit the employee to meet performance objectives as determined by the employee's supervisor or department head.

3. A method of maintaining personnel records which ensures that:
 - a. Evaluation entries are based on observable and verifiable facts.
 - b. Note is taken of an employee's strengths and weaknesses.
 - c. The same recording system will be used for all employees similarly situated.
 - d. All materials will be held confidential.
 - e. The employee has an opportunity to review evaluation records and to append a written statement.
4. Provisions for improving unsatisfactory performance by offering aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.

The procedures as prepared by the Superintendent or his/her designee shall have the following characteristics: They must be clear and unambiguous in intent and in language, establish reasonable standards, and apply in a consistent and uniform manner to all employees in the same class.