

HUMAN RESOURCES**EMPLOYEE EVALUATION - ADMINISTRATIVE PROCEDURES FOR PERFORMANCE
EVALUATION OF SERVICE PERSONNEL STAFF IN OHIO COUNTY**

- I. At the beginning of each employment period, the immediate supervisor shall orient all employees regarding purposes, procedures, and instruments of evaluation.
- II. All persons to conduct an evaluation shall be provided training in evaluation and management skills including observing, conferencing, writing, and monitoring action plans.
- III. The evaluation shall be based upon criteria provided by the immediate supervisor or appointed designee. Other data may include informal observations, conferences, examination of records or other items presented by to employee or evaluator pertaining to the job performance.
- IV. The evaluation shall enable the administrator to identify those employees that exceed standards, meet standards, or do not meet standards.
- V. It is the responsibility of the evaluator to discuss corrective measures with the employee as problems are identified.
- VI. The evaluation may include recommendations and/or commendations.
- VII. The evaluator and the employee shall take action to improve any employee's performance not meeting standards. Such action shall include a Plan of Assistance involving an improvement team.
- VIII. The completed evaluation shall be reviewed by the evaluatee and the evaluator in a formal conference. At the close of that conference, the evaluatee and evaluator shall sign the evaluation. The evaluatee may attach a statement. Additional evaluations(s) shall be provided at the request of the employee prior to the end of the current employment term, or the evaluatee may request the assistance of the improvement team.

- IX. Evaluations shall be completed and returned to the Human Resources Office of Ohio County Schools as follows:
 - A. All tenured non certified employees: on or before the final contract day of each employment term.
 - B. All non tenured non certified employees: on or before the last day of the first semester and on or before the final contract day of each employment term.
- X. A copy of the completed evaluation will be given to the employee and a copy kept by the evaluator.
- XI. A copy of the completed evaluation will be placed in the employee's personnel file after review in the office of Human Resources.

POLICY REVIEWED: June 9, 2014

POLICY REVISED: April 25, 2005

POLICY ADOPTED: August 9, 1999

OHIO COUNTY BOARD OF EDUCATION