

- CLASSIFIED PERSONNEL -**Evaluation Process****TIMELINE**

By August 30 of each school year, the administrator/Principal and/or immediate supervisor shall review the evaluation instruments to be used in the evaluation process with each employee affected by the instruments. By May 1 of each school year, every classified employee shall have an evaluation completed on him/her by the administrator/Principal and/or immediate supervisor. By May 15 of each school year, the administrator/Principal and/or immediate supervisor shall provide copies of the evaluation instruments to the district Personnel Office.

STEPS TO FOLLOW IN THE PROCESS

By August 30, the administrator/Principal and/or immediate supervisor shall review form CLE-1A with the employee. The top half of form CLE-1B shall be completed and signed by the employee and the evaluator.

By May 1, the evaluator shall complete form CLE-1A and the bottom half of form CLE-1B. The evaluator shall review both Forms CLE-1A and CLE-1B with the employee. The employee and the evaluator shall sign and date form CLE-1B.

By May 15, the person conducting the evaluation shall provide original forms CLE-1A and CLE-1B to the district Personnel Office and keep copies of file.

EVALUATION APPEAL

All classified employees have the right to appeal any evaluation.

An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee's supervisor a written response to the appeal.
5. All information relating to the employee's evaluation shall be placed in the employee's appropriate personnel file.
6. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.

RELATED PROCEDURES:

03.28 AP.21, 03.28 AP.22

Review/Revised:7/24/08

Classified Personnel Evaluation

EMPLOYEE'S NAME _____ SCHOOL YEAR _____

WORKSITE/SCHOOL _____ SUPERVISOR _____

POSITION:

BUS DRIVER

FOOD SERVICE EMPLOYEE

CUSTODIAN

MAINTENANCE PERSONNEL

INSTRUCTIONAL ASSISTANT

BUS MECHANIC

CLERICAL PERSONNEL

OTHER, SPECIFY _____

EXPLANATION OF THE SCALE:

EXCEEDS EXPECTATIONS (EE)

IMPROVEMENT NEEDED (IN)

MEETS EXPECTATIONS (ME)

NOT APPLICABLE (NA)

JOB KNOWLEDGE:

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that is necessary for completion of assigned task.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies.

EE	ME	IN	NA

Comments: _____

PRODUCTIVITY AND QUALITY OF WORK:

Rate the completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks.
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

EE	ME	IN	NA

Comments: _____

Classified Personnel Evaluation

RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

EE	ME	IN	NA

Comments: _____

INTERPERSONAL RELATIONS:

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and District goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

EE	ME	IN	NA

Comments: _____

SUMMARY

Overall job performance on applicable items.

EE	ME	IN	NA

Classified Personnel Evaluation

Would you recommend this employee for employment? Yes No

Comment: _____

Growth and Development: Activities in which the employee has participated which could increase job effectiveness. _____

Improvement in the areas noted on this evaluation can be achieved by the following:

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

Employee's Signature *Date* *Supervisor's Signature* *Date*

Employee's Comments: _____

RELATED PROCEDURE:

03.28 AP.22

Review/Revised: 7/24/2008

- CLASSIFIED PERSONNEL -

Classified Personnel Evaluation Form
CLASSIFIED EMPLOYEE IMPROVEMENT PLAN AND SUMMARY REPORT
INITIAL AND FINAL CONFERENCE

Initial Conference Information (to be completed by August 30)

Employee Name _____

School _____

Immediate Supervisor _____

School Administrator/Evaluator _____

Date _____

Demonstrated Strengths:

Growth Area(s):

Plan for Growth Area(s):

Employee's Signature	Date	Evaluator's Signature	Date
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Final Conference Summary Report (to be completed by May 1)

Statements citing evidence of positive change (or lack of the same) regarding growth area(s):

Employee's Signature	Date	Evaluator's Signature	Date
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RELATED PROCEDURE:

03.28 AP.22

Review/Revised:7/24/2008