

CLASSIFIED EMPLOYEE EVALUATION

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees are formally evaluated at least twice a year.

The requirements stated in the Master Contract between employees and the collective bargaining unit regarding evaluation of classified employees will be followed.

Legal Reference:           Applington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986)  
                                  Saydel Education Association v. PERB 333 N.W.2d 486 (Iowa 1983)  
                                  Iowa Code §§ 20.9; 294.14 (2013).  
                                  281 I.A.C. 12.3(3)

Cross Reference:        411.2   Classified Employee Qualifications, Recruitment, Selection  
                                  411.8   Classified Employees Probationary Status

Approved: December 13, 2004

Reviewed:

Revised: