

Policy Subject PERSONNEL EVALUATION	Location Code 403.5	Adoption Date 11/11/85
	Rescinds/Amends	Adopted

Personnel evaluation is the means by which the quality of an employee's performance is appraised. The purpose of personnel evaluation is to improve the school organization's performance through helping employees realize their talents and strengths, and helping them grow as they exercise their responsibilities. Information obtained through the evaluation process provides a basis for personnel decisions which include (1) awarding district rewards, promotion, recognition, and pay, (2) transfer, (3) remediation of marginal or unsatisfactory performance, (4) validation of the district's selection process, and (5) continuation or termination of employment.

Every employee shall receive at least one formal written performance evaluation from his or her immediate supervisor annually. Appropriate performance standards and evaluation procedures for each class of employees shall be developed and implemented by the Superintendent of Schools. Employee evaluation procedures shall comply with State and Federal laws. The Board of Education and administration is obligated by law and others.

To protect both the individual and the school in matters relating to civil rights and due process of law. Evaluations are to be treated confidentially and used only by appropriate personnel. Evaluations shall be placed in personnel files and may be reviewed by the employee. Employees are requested to sign evaluations as record of their evaluation review and validation of evaluation receipt. Employees may respond to any part or all of an evaluation in writing on the evaluation form itself. Employees may seek recourse to an evaluation through the usual channels of administrators and supervisors.

Employees shall be apprised of the evaluation process annually. Evaluation procedures and policies shall be distributed to personnel in appropriate staff handbooks or in an evaluation packet. Supervisors and administrators responsible for evaluations shall be appropriately certificated as required by law and/or trained in the evaluation procedure by the district. Evaluators will be updated annually as to district evaluation policies and procedures.