

STAFF PERSONNEL

Series 400

POLICY TITLE CLASSIFIED EMPLOYEE EVALUATION

No. 411.7

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 Executive Director of Human Resources to ensure classified employees are formally evaluated regularly based upon the negotiated evaluation schedule. New and probationary classified employees are formally evaluated at least twice a year.

Legal Reference: *Aplington 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; 279.14 (2013).
281 I.A.C. 12.3(3).

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

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