

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 or designee. 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 Director of Human Resources to ensure classified employees are formally evaluated regularly based upon the established evaluation schedule. New and probationary classified employees are formally evaluated at least once per 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.

281 I.A.C. 12.3(3).

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection

411.8 Classified Employee Probationary Status

Date Approved: August 14, 2006

Last Date Reviewed: June 22, 2020

Last Date Revised: June 22, 2020