

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED  
EMPLOYEES

ADOPTED: NOVEMBER 21, 2013

REVISED: OCTOBER 17, 2013

<b>312.2. EVALUATION OF CLASSIFIED EMPLOYEES</b>	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all classified personnel employed by the district.</p>
2. Authority	<p>The evaluation plan for classified employees shall be approved by the Board.</p>
3. Guidelines	<p>The objectives of the district evaluation plan for classified personnel are:</p> <ol style="list-style-type: none"><li>1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.</li><li>2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties.</li></ol> <p>The evaluation plan shall:</p> <ol style="list-style-type: none"><li>1. Be in accordance with an applicable collective bargaining agreement.</li><li>2. Include timely conferences with the employee and evaluator to review and sign each evaluation.</li><li>3. Group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.</li><li>4. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.</li></ol>

<p>4. Delegation of Responsibility</p>	<p>5. Provide a procedure for identifying and commending effective performance, and counseling and assisting employees where improvement is necessary.</p> <p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none"><li>1. Establishment of reasonable performance standards to permit the employee to meet performance objectives.</li><li>2. Method of making and retaining personnel records which ensures that:<ol style="list-style-type: none"><li>a. Entries are based on observable and verifiable facts.</li><li>b. Note is taken of an employee's strengths and weaknesses.</li><li>c. Same recording system is used for all employees similarly situated.</li><li>d. All materials will be held confidential.</li><li>e. Employee has an opportunity to review evaluations and append a written statement.</li></ol></li><li>3. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.</li></ol> <p>Procedures prepared by the Superintendent or designee shall have the following characteristics:</p> <ol style="list-style-type: none"><li>1. Be clear and unambiguous in intent and language.</li><li>2. Establish reasonable standards.</li><li>3. Apply in a consistent and uniform manner to all employees in the same class.</li><li>4. Be available to employees for review before they are applied.</li><li>5. Be reviewed and updated.</li></ol>
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