

Board of Trustees

Douglas County School District

CLASSIFIED STAFF

EVALUATION OF CLASSIFIED STAFF

The Board recognizes the importance of implementing a program of classified employee evaluations for the purpose of promoting individual job performance and improving services to pupils.

Evaluation will be accomplished at least once annually and as required on a formal basis. Probationary employees will be evaluated at least once during the six-month probationary period. The evaluation will be conducted by the designated immediate supervisor of the employee. The supervisor will review the evaluation with the employee prior to forwarding it to the personnel department. Steps will be initiated to improve the area of weakness of the employee discussed during the evaluation by the supervisor.

The immediate supervisor will inform his employees of the evaluation procedure, standards of performance required, and duties to be performed. Each employee will be advised as to who will observe and evaluate his or her performance and who will be his immediate supervisor.

The Superintendent shall prepare evaluation forms and procedures to implement this policy.

Date Adopted: 08/12/80

Date Revised: