

## CLASSIFIED EMPLOYEE EVALUATION

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the building principals and conducted by approved evaluators. The evaluation shall be provided an opportunity for the administrator and the employee to discuss the previous year's performance and the future areas of growth. 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.

The written evaluation shall be signed by both the administrator and the employee. It shall be the employee's option to add individual comments to the evaluation. Signature of the administrator does not necessarily conclude agreement with these comments on the part of the administrator. Copies of the written evaluation shall be given to the employee. Each employee's written evaluation can be made available for review by the board subject to the employee's written approval.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated annually based on their job description. New and probationary classified employees are formally evaluated at least twice a year based on their job description.

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(4).

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

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