

CLASSIFIED EMPLOYEE EVALUATION

Evaluation of classified employees on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees shall be 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 shall be the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees shall be formally evaluated at least twice a year.

The requirements stated in the Educational Support Personnel Employee Handbook and in the Master Contract between employees in collective bargaining unit and the board regarding the assignment of such employees shall be followed.

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 (1995).
 281 I.A.C. 12.3(4).

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

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