

# MONTGOMERY AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED  
EMPLOYEES

ADOPTED: February 16, 1981

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	There shall be a plan for regular evaluation of all classified personnel employed by the district.
2. Authority	The goals of the evaluation plan for classified personnel are: <ol style="list-style-type: none"><li>1. To identify, improve and reinforce the skills, attitudes and abilities which enable an employee to be effective.</li><li>2. To identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.</li></ol>
3. Guidelines	The evaluation plan shall: <ol style="list-style-type: none"><li>1. Involve employees wherever possible in the evaluation and modification of the plan itself.</li><li>2. 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>3. Provide a procedure for:<ol style="list-style-type: none"><li>a. Ensuring that appropriate evaluation of performance takes place during probationary periods of employment.</li><li>b. Identifying and commending effective performance.</li><li>c. Counseling and assisting employees where improvement is desired.</li><li>d. Dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</li></ol></li></ol>

4. Delegation of Responsibility	<p>4. Provide guidelines for annual review and modification of the total evaluation system.</p> <p>The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none"><li>1. Setting of specific job objectives by the Superintendent, the evaluator and person being evaluated.</li><li>2. Establishment of reasonable performance standards to permit the employee to meet performance objectives as determined by the Superintendent, the evaluator and person being evaluated.</li><li>3. A method of maintaining personnel records which ensures that evaluation entries are based on observable and verifiable facts; note is taken of an employee's strengths and weaknesses; the same recording system will be used for all employees similarly situated; all materials will be held confidential; and the employee has an opportunity to review evaluation records and to append a written statement.</li><li>4. A method of resolving disagreements between the evaluator and the person evaluated regarding objectives, methods and frequency of evaluation by the Superintendent.</li><li>5. Provisions for improving unsatisfactory performance by recommending how improvement can be effected and scheduling follow-up conferences to assess change.</li></ol> <p>The procedures as prepared by the Superintendent or his/her designee shall have the following characteristics: They must:</p> <ol style="list-style-type: none"><li>1. Be clear and unambiguous in intent and in 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 annually.</li></ol>
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