

Tyrone Area School District

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED:

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 to identify, improve, and reinforce the skills, attitudes and abilities which enable an employee to be effective and to identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.
3.Guidelines	<p>An Employee Performance Appraisal will be conducted by the immediate supervisor yearly for all secretaries and custodians who have been in the same occupational classification for a period of one year or more as of July 1st of the current school year. June 15th will be the completion date for the appraisals. Employees with less than one year in the classification will be rated twice during the first year of employment. These appraisals will be conducted three (3) months after date of hire and again seven (7) months after date of hire. In the event of a change of supervisors, more frequent performance appraisals will be at the discretion of the employee's supervisor. The appropriate supervisor will be responsible for assuring compliance with schedules.</p> <p>Upon completion of the appraisal, the immediate supervisor will review the employee's performance and counsel him/her. The employee should view, comment, and sign the appraisal form, which will be filed in the Superintendent's/ Administrative Assistant's Office. No changes will be made to this appraisal without the knowledge of the employee. The employee may submit a letter with the performance appraisal, expressing his/her reaction to the evaluation.</p>