

CLASSIFIED EMPLOYEE EVALUATION INSTRUCTIONS

Non-Supervisory / Non-Managerial

Forms

[Classified Support Staff Performance Evaluation Form E](#)

[Classified Support Staff Templates](#)

[Conference Summary](#)

[Disciplinary Notice](#)

[Working Evaluation Folder Checklist](#)

Collective Bargaining Agreements

[JCBE - SEIU Agreement](#)

[JCBE - SEIU PLANT OPERATORS \(HOURLY\)](#)

[JCBE - TEAMSTERS LOCAL 783](#)

[JCBE - JEFFERSON COUNTY ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL](#)

PURPOSE

The performance evaluation is designed to be a growth-oriented process to promote improved work performance and job satisfaction, recognize employees whose performance warrants commendation, identify employees who need assistance, and may be utilized to establish documentation for personnel action.

TYPES of Evaluations for Non-administrative Classified Staff

Note: Originals of all evaluations noted below are to be submitted to the appropriate Employee Relations Consultant immediately after delivery to the employee.

PERFORMANCE EVALUATION

Evaluation of a classified employee is to be completed and received by the employee no later than five (5) days before the end of the school year. Evaluations will be completed annually for employees with four (4) years or less experience with the district. Employees with five (5) or more years of experience will be evaluated at least every three (3) years, provided all ratings are satisfactory or above. Employees who receive evaluations that include less than satisfactory ratings will continue on the annual evaluation cycle until all ratings are satisfactory or above.

PROBATIONARY PERFORMANCE EVALUATIONS

1. Initial employment - the evaluation of newly hired classified employees on initial probation
 - a. initial conference within the first five (5) worked days,
 - b. first evaluation completed after thirty (30) worked days,
 - c. second evaluation completed after sixty (60) worked days, and
 - d. final evaluation at the conclusion of the probationary period which is ninety (90) worked days.

2. Reassignment or Transfer - the evaluation of classified employees who are reassigned or transferred to a different division, department, or school:
 - a. initial conference within the first five (5) worked days;
 - b. *if performance is unsatisfactory*, the completion of a forty-five (45) worked day evaluation is required; and
 - c. complete an evaluation at the conclusion of the probationary period which is ninety (90) worked days.
3. Special - the evaluation of any classified employee who evidences unsatisfactory work performance; these evaluations may be initiated at any time by the person(s) designated as evaluator after consultation with Employee Relations.
4. Disciplinary – the evaluation of classified employees who have been disciplined and notified by way of Form CD – Disciplinary Notice, that they have been placed on probation, after consultation with Employee Relations.
 - a. first evaluation completed after thirty (30) worked days,
 - b. second evaluation completed after sixty (60) worked days,
 - c. final evaluation at the conclusion of the probationary period which is ninety (90) worked days.

PROCESS

The evaluator is the employee's immediate supervisor. If it is necessary for someone other than the immediate supervisor to evaluate the employee, the appropriate assistant superintendent must approve the temporary appointment of the evaluator. The evaluator will consult with teachers and administrators that work directly with the employee for input prior to completing the evaluation. Under no circumstances will an employee write his/her own evaluation.

The evaluator implements the process by adhering to the following:

1. Reviews the job description with the employee within twenty-five (25) worked days of the employee's beginning of the work year or within five (5) worked days for those employees newly hired (probationary) or newly assigned (reassignment), and
 - a. identifies specific tasks to be completed,
 - b. identifies and sets priorities, and
 - c. sets standards of job performance.
2. Observes the employee in an open, non-secretive manner, and records and gathers data. The evaluator may use the classified Conference Summary form to document the conference.
3. No later than five days prior to the end of the employee's work year or by June 15th, whichever comes first, the evaluator conferences with the employee to share findings from observations and other data. During this evaluation conference, the evaluator:
 - a. provides feedback and positive reinforcement when appropriate, i.e., identifies areas in which an employee is performing well,
 - b. identifies the areas of concern and sets priorities for attention,

- c. writes an objective for each area determined as needing improvement,
 - d. provides suggestions and assistance, both verbal and in narrative form, on evaluation Form F,
 - e. explains timelines and determines time for the next conference,
 - f. solicits employee's ideas and advises employee of the appropriate appeal procedures, if applicable,
 - g. Provides a copy of the completed evaluation form to the employee, noting if a review is in order, and
 - h. Submits the original signed evaluation to the appropriate department head for review, who will then submit the departmental evaluations to the Employee Relations Consultant for inclusion in the personnel file and, where appropriate, recommends personnel action.
4. Consults with appropriate supervisor and the Director of Employee Relations before discussing with or issuing a Special Performance Evaluation to the employee.

REVIEW AND APPEAL PROCEDURES

All deficient/unsatisfactory work performance evaluations are to be reviewed by the unit director, school center head/or next in authority before presentation to the employee to insure that:

1. evaluations are based upon job performance and related activities,
2. any deficiencies noted have been brought to the attention of the employee and supporting documentation is available, and
3. procedures in the evaluation process have been followed.

All unsatisfactory evaluations used as a basis for discharge/termination of an employee are to be submitted to the appropriate department head for informational purposes. Satisfactory work performance evaluations should be reviewed at random by the appropriate unit or office director to ensure that evaluation procedures are implemented in accordance with the purposes and procedures of the evaluation process.

An employee may submit a written response within ten (10) days of the receipt of the evaluation to Personnel Services. The employee's written response is to be attached to the evaluation for inclusion in the personnel file. An employee may appeal an evaluation through the appropriate supervisory channels or the applicable complaint/grievance procedure.

Except as provided in the appropriate complaint/grievance procedure, all other responses to written appeals are to be in writing with a copy to Personnel Services for attachment to the evaluation form. During or as a result of the appeals process, an evaluation may be amended or a new evaluation written to replace the original. A response by an evaluator to the response(s) of an employee is not expected.

Working Evaluation Folder Checklist

Classified Support

Purpose:

The work evaluation is designed to be a growth oriented process to meet the following objectives:

- to promote improved work performance and job satisfaction,
- to recognize employees whose performance warrants commendation,
- to identify employees who need assistance, and
- to establish documentation for personnel action.

Each Employee's Working Evaluation Folder shall contain:

- Job description** specific to employee's position
- Initial Conference Summary (**Form CS**) to document the beginning of the year evaluation conference (includes expectations and evaluation process) held within 25 days of the employee's start. *Important to remember for late hires.*
- Applicable Conference Summaries (**Form CS**) and/or Disciplinary Forms (**Forms CD and SP**)
- Probationary or Special Evaluations (if applicable) and Summative Evaluation(s) (**Form F**)

Evaluator's Notes