

EVALUATION OF CLASSIFIED EMPLOYEES *Date Reviewed/Approved: 06/21/2004* *Policy Number: 7815*

Rescinds Policy Number: GDI

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The Orange County Board of Education believes that a strong relationship exists between the quality of education afforded students and the competency of all school system employees. The Board places a high priority on both engaging the most competent personnel available and on assisting them to develop throughout their term of employment. The Board believes an effective evaluation plan is crucial in strengthening the skills of all its employees.

The primary purpose of staff evaluation is to improve the operation of the school system by assisting personnel to become more competent in their area of employment. Evaluations of non-certified employee's performance must follow state law and conform with the following Board directions:

1. The evaluation process will be initiated and coordinated by the employee's immediate supervisor.
2. Classified employees will be evaluated on an annual basis in accordance with state law. Classified employees whose performance is rated as marginal or below standard should have a mid-year performance review. Employees may also request a performance review by the immediate supervisor at any time.
3. The formal evaluation will be presented to the employee for his/her review and signature (which indicates the employee's awareness of the completed evaluation). Copies will be distributed as follows: (1) Evaluator, (2) Employee, and (3) Employee's official personnel file. Any employee may respond in writing to the evaluation and have the response placed in his/her personnel evaluation file.
4. Evaluation should be a two-way process, which allows not only the supervisor to evaluate the employee's performance but gives the employee an opportunity to evaluate his or her own performance. Exemplary performance as well as deficiencies in performance should be clearly identified.
5. Supervisors and principals should facilitate open communication with employees about performance expectations. An employee who is unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with the immediate supervisor.
6. Supervisors will use evaluation documents developed for that purpose. Evaluation documents will be submitted to the central office personnel file in accordance with state law and board policy on personnel files.
7. Evaluation data may be used in making employment decisions, including transfers, promotions and dismissal and demotion of employees.
8. All permanent full-time classified personnel are to complete at least 6 hours of staff development each year. Required staff development shall be in the employee's area of work assignment.
9. The superintendent and all evaluators are encouraged to develop ways to recognize exemplary employees and to capitalize on the abilities of exemplary employees in helping other employees.

The superintendent will develop any other necessary procedures and will provide training, as necessary, to carry out the board directives.

Legal References: G.S. 115-C-47(18), -325, -326