

PERSONNEL

Performance Evaluation

All employees are expected to perform, to their maximum ability, the responsibilities identified in their job description as well as those that are assigned by their supervisors. Supervisors shall be responsible for being familiar with their employee's performance, providing direction for improvement where needed and recommending appropriate action when performance is judged to be unsatisfactory.

The performance of all employees shall be evaluated at least annually. The primary purpose of such evaluation is to assist employees to improve their performance and to assist supervisors to be alert to all phases of their subordinate's work. At a minimum the evaluation criteria and procedures required by law for the evaluation of certificated employee performance shall be followed.

The Superintendent shall, in the manner required by law, periodically review the evaluation criteria and procedures for the several employment roles. Such procedures and criteria and changes therein shall be approved by the Board before their implementation.

Employees whose work is judged unsatisfactory shall be informed of the deficiencies and afforded the opportunity to improve their performance. The probationary procedures required by law for certificated personnel shall be followed.

The evaluation plan for classified employees shall provide procedures for:

1. Ensuring that appropriate evaluation of performance takes place during probationary periods of employment;
2. Dismissing an ineffective employee when counseling and assistance fail to produce effective performance;
3. Preparing evaluation instruments that relate to the general job description of the employees; and
4. Conducting evaluation sessions for new employees within ninety days after employment and at least annually thereafter.

Any classified employee whose work is deemed to be unsatisfactory shall be placed on probation after which time the supervisor will determine the degree to which the employee has incorporated suggested improvements into his/her work performance.

Legal Reference: RCW 28.A.405.150 Minimum criteria for the evaluations

Adoption Date: January 13, 1993