

## CLASSIFIED EMPLOYEE EVALUATION

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated every other year. New and probationary classified employees are formally evaluated a minimum of twice a year.

Legal Reference:     Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986).  
                           Saydel Education Association v. PERB, 333 N.W.2d 486 (Iowa 1983).  
                           Iowa Code §§ 20.9; 279.14 (2013).  
                           281 I.A.C. 12.3(3).

Cross Reference:  
411.2 Classified Employee Qualifications, Recruitment, Selection  
411.8 Classified Employee Probationary Status

Approved:    April 8, 1996

Reviewed:    April 12, 2004; May 11, 2015

Revised:     May 10, 2010; December 12, 2011