

ALLENTOWN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: 12/16/99

REVISED:

	512. EVALUATION OF CLASSIFIED EMPLOYEES
1. Purpose	Classified personnel shall be evaluated by their supervisor. Evaluation shall occur at least annually, and it shall be incorporated in a plan for the supervision and evaluation of all classified personnel. Each employee shall be made aware of the plan for supervision and evaluation and her/his obligation under that plan.
2. Authority	The goals of the evaluation plan for classified personnel shall be to identify, improve, and reinforce 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>The evaluation plan shall:</p> <ul style="list-style-type: none"> A. Group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; B. Be similar for all classes of employees and in compliance with any sections of collective bargaining agreements which concern evaluation; C. Provide a procedure for ensuring that appropriate evaluation of performance takes place during probationary periods of employment; D. Identify and commend effective performance; E. Counsel and assist employees where improvement is desired; F. Support the dismissal of an ineffective employee when evaluation, counseling and assistance fail to produce effective performance.
4. Delegation of Responsibility	The Superintendent or her/his designee shall prepare procedures for the conduct of employee evaluations.