



Section CLASSIFIED EMPLOYES

Title EVALUATION OF CLASSIFIED EMPLOYES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

# Lackawanna Trail School District

## 512. EVALUATION OF CLASSIFIED EMPLOYES

- 1. Purpose — There shall be a plan for regular evaluation of all classified personnel employed by the district.
- 2. Authority — The goals of the evaluation plan for classified personnel are to identify, improve and reinforce the skills, attitudes and abilities which enable an employe to be effective and to identify and improve upon weaknesses which prevent an employe from effectively carrying out assigned duties.
- 3. Guidelines — The evaluation plan shall involve employes wherever possible in the evaluation and modification of the plan itself and provide a procedure for identifying and commending effective performance.
- 4. Delegation of Responsibility — The Superintendent shall prepare procedures for the conduct of employe evaluations which shall include a method of maintaining personnel records which ensures that:
  - evaluation entries are based on observable and verifiable facts
  - note is taken of an employe's strengths and weaknesses
  - all materials will be held confidential
  - the employe has an opportunity to review evaluation records and to append a written statement.

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