

The performance of non-licensed employees shall be evaluated and documented in accordance with board policy 7815 and this regulation to assist employees in their career growth and development.

**I. PURPOSE OF EVALUATION**

Performance evaluation of non-licensed employees is intended to recognize the quality of employee performance, to provide direction for improvement in meeting job requirements, and to provide a basis for employment decisions. Evaluators should strive to provide employees timely, accurate, and constructive feedback through the evaluation process.

**II. EVALUATION PROCEDURE**

**A. Frequency of Evaluations**

1. Non-licensed employees shall be evaluated throughout the school year by means of informal observation by the employee's principal or other immediate supervisor and other supervisory staff. If performance problems are noted, the employee's supervisor is encouraged to communicate the nature of the deficiency to the employee orally or in writing and provide the employee a reasonable opportunity to improve.
2. In addition, the employee's principal or other immediate supervisor shall complete a formal written evaluation of the employee's performance each fiscal year, between May 1 and June 1.
3. An employee may be evaluated more frequently at the request of the employee or as deemed necessary by the evaluator.

**B. Evaluation Criteria**

The written performance evaluation shall be completed by the principal or the immediate supervisor using the Classified Employee Evaluation and shall be based upon the job description for the employee's specific assignment. A rating scale on the report form will be used to characterize the employee's performance. The evaluator shall identify exemplary performance as well as deficiencies in performance, as applicable. The evaluator may consider the following in evaluating employee performance:

1. Direct observations of work performance;
2. Inspection of work product;
3. Input from relevant supervisory or administrative employees or other designated professionals;
4. Attendance records;
5. A rating of the quality of work performed;
6. Any other information or measures directly related to the employee's work performance deemed relevant by the evaluator.

All criteria used in evaluating employees shall be objective, job-related, behavior-based, related to specific functions of the job, and within the control of the employee.

**C. Evaluation Conference**

1. The evaluator shall share and discuss the written evaluation report with the employee and present it to the employee for signature to confirm the employee's awareness of the evaluation.
2. The evaluator shall endeavor to make recommendations to assist an employee whose performance is inadequate.
3. The evaluator shall give the employee a copy of the completed evaluation report and offer the employee an opportunity to comment in writing on the evaluation report.
4. The evaluator shall attach the employee's written comments, if any, to the evaluation report and file the report in the employee's personnel file.

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