

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.

Evaluation of classified employees by their employer, shall not be limited in any way at other times of the year, nor in any manner. The employer may evaluate through general observations, other written methods, verbal communications or other methods or a combination of methods the employer so chooses. The classified employee shall be evaluated at the end of their 90 day probationary period then one more time by the end of their first year of employment.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees are formally evaluated at least twice a year.

NOTE: This policy states that new and probationary employees will be formally evaluated at least twice a year. This is not a legal requirement but is a recommended practice. School districts with another practice should reflect that in the last sentence of the second paragraph. For more detailed discussion of this issue, see IASB's Policy Primer, July 11, 2008.

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.
281 I.A.C. 12.3(3).

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

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