

## SAYDEL COMMUNITY SCHOOL DISTRICT

### CLASSIFIED EMPLOYEE EVALUATION

Evaluation of classified employees on their skills, abilities and competence is an ongoing process supervised and conducted by each employee's immediate supervisor. The goal of the formal evaluation of classified employees is to retain 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 annually. New and probationary classified employees will be formally evaluated at least 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:**        411.3    Classified Employee Qualifications, Recruitment, Selection  
                                     411.9    Classified Employee Probationary Status

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