

EUREKA COUNTY SCHOOL DISTRICTPERFORMANCE EVALUATION - CLASSIFIED

The District's performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the-job effectiveness of each employee by communicating to the employee his/her status and the objectives and standards of performance which s/he is expected to achieve. The District views performance management as an ongoing process that focuses on the future and continued improvement.

1. Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance. This process is designed to:

- a. Clarify the District's goals and link them to performance expectations.
- b. Assist employees in reaching their full potential by identifying training needs and developing specific plans for continual improvement.
- c. Identify and document performance achievements and deficiencies.
- d. Provide ongoing opportunities for supervisors to coach and encourage personal development and improved job performance.

2. Frequency of Performance Evaluations

Each administrator or manager/supervisor shall conduct formal performance evaluations of classified employees as follows:

Probationary employees - within six months of initial employment.

Promoted or transferred employees - within six months of the promotion or transfer.

Post-probationary employees - at least once during any 12-month period, or at more frequent intervals as the administrator or manager/supervisor deems appropriate.

ADOPTED: 07/28/92

REVISED: 12/12/00

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3. Performance Evaluation Meeting and Written Evaluation

The administrator or manager/supervisor will complete a formal written evaluation utilizing the evaluation form approved by the District. All information in the evaluation form shall be communicated verbally during a performance evaluation meeting with the employee. The completed form, along with any written comments submitted by the employee, shall be placed in the employee's personnel file.