

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION

ADOPTED: May 17, 1966

REVISED: December 6, 1976; June 26, 2017

Formerly policy 4217

512. EVALUATION

Purpose: Classified Employees shall be evaluated at least annually, usually at the close of each school year by an administrative supervisor. Employee performance evaluations shall be used to assess and improve performance, encourage personal growth, promote positive behavior on the job and correct poor performance or behavior.

Procedure: Each employee will meet with his/her administrative supervisor to discuss his/her performance. Evaluations shall be presented to each employee in written form. At the end of the conference, the evaluation shall become part of the employee's Personnel File.

Disagreement: Should an employee disagree with an evaluation, he/she may write a rebuttal, which will be attached to the employee's performance evaluation in the Personnel File.

Instant Evaluation: Should an employee's performance become unsatisfactory in any way, an immediate Evaluation will be administered to the employee by the administrative supervisor.

An employee evaluated as Unsatisfactory in any way will receive an Improvement Plan, be counseled in ways in which to improve the unsatisfactory portion of their performance and will be reevaluated in 60 calendar days.

In instances where the employee's performance is subject to a termination action pursuant to Policy #517, no counseling or Improvement Plan shall be necessary or employed.

Reviewed 5/21/90

Renumbered 9/12/07