



GDO - EVALUATION OF CLASSIFIED STAFF

Supervisors shall evaluate classified employees to regularly and effectively document their performance and to recommend appropriate personnel actions based on the results of such evaluations, including, but not limited to, wage increases, placement on and/or removal from probationary status, termination of employment.

Classified staff members at all Poudre School District work sites shall receive a written evaluation according to the following cycle:

Annually: all newly hired classified employees

Annually: classified employees in a new assignment

Annually: classified employees in a new location

Every third year: all other classified employees

The appropriate classified employee performance evaluation form, incorporating job-specific performance evaluation criteria, shall be completed and forwarded to the Office of Personnel Services, where it will be placed in the employee's personnel file. The evaluation process shall include a "360-Degree" evaluation component and a discussion between the employee and the supervisor about the employee's strengths, areas for improvement, and goals for the coming evaluation period.

Required evaluations for each classified employee must be completed and received in the Office of Personnel Services no later than September 30 for 12-month employees and June 30 for all other employees. The Office of Personnel Services shall monitor compliance with the required evaluation process.

The fact that a classified employee may not have received an evaluation, as specified above, or may have received a satisfactory evaluation does not guarantee continued employment.

Each year Personnel Services will submit a summary report to the Board of Education detailing the status of the classified evaluation process.

Adopted: April 1972
Revised: November 1975
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Revised: January 1977
Revised: July 1982
Revised to conform with practice: May 22, 1995
Revised: June 9, 1997
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CONTACT REF:

Employee Agreement, Section Ae, Evaluations and subcodes