

# SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED  
EMPLOYEES

ADOPTED: June 20, 2002

REVISED: June 19, 2014

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	Evaluation is a continuing process in which the support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of the school's goals and objectives.
2. Authority SC 1108, 1123, 1850.1 Title 22 Sec. 19.1	<p>The Joint Operating Committee shall approve plans for regular, periodic evaluations of support employees consistent with applicable compensation plans, individual contracts, collective bargaining agreements, Joint Operating Committee resolutions and state law and regulations.</p> <p>The Joint Operating Committee shall be informed periodically about the results of evaluations.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall develop plans for the evaluation of classified school employees to be submitted for Joint Operating Committee approval.</p> <p>The Joint Operating Committee shall be informed periodically about the results of evaluations.</p> <p>Evaluations shall be performed by the Administrative Director or by an assistant administrator, a supervisor, or a principal who has supervision over the work of the employee being evaluated and is designated by the Administrative Director to perform the evaluation.</p>
4. Guidelines	<p>A signed copy of the rating form shall be provided to the employee.</p> <p>The objectives of the school's evaluation plan for classified personnel are:</p> <ol style="list-style-type: none"> <li>1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.</li> </ol>

2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties.
3. To determine salary increments.

The evaluation plan shall:

1. Group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.
2. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.
3. Provide a procedure for identifying and commending effective performance; counseling and assisting employees where improvement is desired; and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.

The Administrative Director or designee shall prepare procedures for the conduct of employee evaluations which shall include:

1. Establishment of specific job objectives by the employee's supervisor or program supervisor and the Administrative Director.
2. Conduct of evaluations every month for probationary employees and every six (6) months for regular employees.
3. Establishment of reasonable performance standards to permit the employee to meet performance objectives determined by the employee's supervisor or program supervisor and the Administrative Director.
4. Method of making and maintaining personnel records which ensures that entries are based on observable and verifiable facts; note is taken of an employee's strengths and weaknesses; same recording system is used for all employees similarly situated; all materials will be held confidential; and the employee has an opportunity to review evaluation records and append a written statement.
5. Method of resolving disagreements between the evaluator and the person evaluated regarding objectives, methods and frequency of evaluation.

6. Provisions for improving unsatisfactory performance by offering aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.

Procedures prepared by the Administrative Director or designee shall have the following characteristics:

1. Be clear and unambiguous in intent and language.
2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.
4. Be available to employees for review before they are applied.
5. Be reviewed and updated annually.

Increments shall be granted upon recommendation of the employee's supervisor and with the approval of the Administrative Director. Increments will be granted on the employee's annual anniversary date. Increments may be denied, be partial, or full.

References:

School Code – 24 P.S. Sec. 1108, 1122, 1123, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 19.1 et seq.

Joint Operating Committee Policy – 000