

PERSONNEL: Classified

Status Change: Evaluation, General

1. Classified personnel will be evaluated by their designated rating officer during (a) their probationary period, and (b) at least every year thereafter. Supervisory/technical (Unit III) personnel will be evaluated a minimum of once every two (2) years.
2. Evaluations may be prepared more frequently than stated above if either the employee or the supervisor deems it advisable.
3. A supervisor shall be designated as the reviewing officer. It is this individual's responsibility to review all evaluations graded excellent, marginal, or unsatisfactory prior to the employee interview and signature.
4. In the case of school-based personnel, the local school principal or appropriate designee should be afforded input into the completion of the evaluation instrument. The last line of the appraisal instrument will identify the cooperating administrator.
5. Rating officers are to submit annually to their reviewing officers a summary of the numbers of performance appraisal forms completed and the distribution of ratings in each of the overall categories.
6. Each employee is entitled to an interview at the time of evaluation by the rating officer. Employee comments are encouraged. The signature merely verifies discussion but not necessarily agreement.
7. In the event of a recommended freezing of salary or a dismissal, the rating officer shall immediately contact the reviewing officer in order that such procedures may commence at once.
8. Instructions printed on the reverse side of the performance appraisal instrument should be followed precisely by the rating officer.

Also see Master Agreement between BACE/TABCO and the Board of Education.

Rule  
Approved: 1/22/76  
Revised: 3/25/82]

Superintendent of Schools