

**EMPLOYEE EVALUATION**

All secretarial-clerical and custodial-maintenance personnel shall be evaluated once annually.

All observations of the work performances of personnel shall be conducted openly and with full knowledge of the observed. The employee shall be given a copy of any evaluation report at least one (1) day before any conference to discuss it. The employee who has performed in an unsatisfactory manner will be advised promptly and given a verbal evaluation. Second and further offenses will be discussed with the employee and his/her representative and a written report issued and filed. Disciplinary action may be taken if necessary. Any evaluation shall include specific suggestions as to measures which might be taken to improve performance in each of the areas wherein weaknesses have been indicated.

Employees shall be given the opportunity to improve their performance during the term of their individual employment contract. Should an employee fail to improve his/her performance, the Board shall have the right to not renew the employee's contract. Nothing contained herein shall be interpreted as giving an employee a right to have his/her contract renewed or the right to submit a dispute over the Board's decision to binding arbitration.

The Board will provide a copy of the final form currently in use to each employee upon initial employment. In the event an evaluation form is changed, all employees using said form will receive a copy of same at least one week prior to implementation of the evaluation form.

Adopted: December 10, 1984  
Revised: September 12, 1988  
Revised: December 9, 1991  
Renumbered: 07/12/04 (4220)  
Renumbered: May 13, 2013 (4216.1)