

CONFIDENTIAL EMPLOYEES' EVALUATION POLICY

The purpose of the evaluation is to provide confidential personnel with feedback to assist them in improving their performance.

The confidential employee's supervisor will be responsible for the evaluation of confidential personnel.

The process of evaluation shall be:

1. The evaluatee shall select objectives that are intended to be accomplished during the school year, in concert with his/her supervisor. These objectives shall relate to the job description of the confidential position and should be compiled by April 30.
2. The evaluation should note strengths as well as areas needing improvements. The nature of any desired improvement should be stated clearly and constructive suggestions offered in writing.
3. The evaluatee may request aid and assistance in meeting the objectives from the supervisor.
4. When serious weaknesses occur, a written evaluation should be made no later than December 15. The evaluator should inform the evaluatee as soon as possible of this intended evaluation. An ongoing inservice program would be designed and implemented to assist the evaluatee.
5. A written evaluation must be made by April 30.
6. Confidential personnel will receive an annual written evaluation.