

**BLOOMSBURG AREA SCHOOL DISTRICT  
Policy Manual**

Section: CLASSIFIED EMPLOYEES  
Title: EVALUATION OF CLASSIFIED EMPLOYEES  
Date Adopted: August 17, 1981  
Date Last Revised: June 16, 2003

---

**512. EVALUATION OF CLASSIFIED EMPLOYEES**

- .1 There shall be a plan for regular evaluation of all classified personnel employed by the district.
- .2 the goals of the evaluation plan for classified personnel are:
  - .21 to identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective
  - .22 to identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.
- .3 The evaluation plan shall
  - .31 group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications and shall be similar for all classes of employees
  - .32 provide a procedure for:
    - .321 ensuring that appropriate evaluation of performance takes place during probationary periods of employment
    - .322 identifying and commending effective performance
    - .323 counseling and assisting employees where improvement is desired
    - .324 dismissing an ineffective employee when counseling and assistance fail to produce effective performance.

- .4 The superintendent shall prepare procedures for the conduct of employee evaluations that shall include:
  - .41 setting of specific job objectives by the employee's supervisor
  - .42 conducting of evaluation every month for probationary employees and every twelve (12) months for qualified employees
  - .43 provisions for improving unsatisfactory performance by
    - .431 offering aid
    - .432 recommending how improvement can be affected
    - .433 scheduling follow-up conferences to assess change.