

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED  
EMPLOYEES

ADOPTED: November 18, 2004

REVISED: August 17, 2006

	<b>512. EVALUATION OF CLASSIFIED EMPLOYEES</b>
1. Purpose	There shall be a plan for regular, periodic evaluation of all classified personnel employed by the school.
2. Authority	The evaluation plan for classified employees shall be approved by the Joint Operating Committee.
3. Guidelines	<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><li>2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties.</li></ol> <p>The evaluation plan shall:</p> <ol style="list-style-type: none"><li>1. Be in accordance with an applicable collective bargaining agreement.</li><li>2. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.</li><li>3. Provide a procedure for:<ol style="list-style-type: none"><li>a. Identifying and commending effective performance.</li><li>b. Counseling and assisting employees where improvement is desired.</li><li>c. Dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</li></ol></li></ol>

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<p>4. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none"><li>1. Setting of specific job objectives by the Administrative Director or designee.</li><li>2. Establishment of reasonable performance standards to permit the employee to meet performance objectives.</li><li>3. Method of making and maintaining personnel records which ensures that:<ol style="list-style-type: none"><li>a. Entries are based on observable and verifiable facts.</li><li>b. Note is taken of an employee's strengths and weaknesses.</li><li>c. Employee has an opportunity to review evaluation records and append a written statement.</li></ol></li><li>4. Provisions for improving unsatisfactory performance by:<ol style="list-style-type: none"><li>a. Offering aid.</li><li>b. Recommending how improvement can be effected.</li><li>c. Scheduling follow-up conferences to assess change.</li></ol></li></ol>
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