

## **EVALUATION OF NON-LICENSED EMPLOYEES**

*Policy Code:*

**7815**

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The board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their growth and development throughout their careers. Evaluations of non-licensed employees' performance must conform to the following board directives.

1. Exemplary performance as well as deficiencies in performance should be clearly identified.
2. Each employee shall sign his or her job description during the hiring process. The duties and responsibilities outlined within the job description will be included as components of the designated evaluation. Supervisors and administrators should facilitate open communication with employees about performance expectations.
3. An employee who is unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with his or her immediate supervisor. The immediate supervisor has the first level of responsibility; however it is ultimately the responsibility of the head of the department or principal to address the employee's concerns.
4. Each non-licensed employee will receive a minimum of one evaluation per year using the evaluation instrument adopted by the board. Any non-licensed employee who has been rated "Below Standard" on an element on an evaluation must be evaluated twice the following school year. The supervisors and administrators have the authority to perform additional evaluations if deemed necessary. The evaluations should be completed before the end of the yearly employment period.
5. A newly hired non-licensed employee will receive the first evaluation at the end of the probationary period (first 90 days of employment) to determine continued employment. The employee is expected to perform the duties and responsibilities as assigned.
6. The employee's immediate supervisor, in consultation with the head of the department or the principal, is responsible for the evaluation. All evaluators are encouraged to develop ways to recognize exemplary performance and capitalize on the abilities of exemplary employees.
7. The evaluation process will include: a formal evaluation using an evaluation instrument approved by the Human Resources Department; and a supervisor/employee post evaluation conference. The employee will have an opportunity to record written comments, discuss strategies to improve job performance, set goals for future performance, and sign the evaluation. Signing the evaluation indicates that the evaluation has been seen and discussed. If the employee does not agree with the evaluation, the employee must put his or her concerns in writing on the evaluation instrument and sign

the evaluation.

8. If continued performance deficiencies are noted, a performance improvement plan may be developed to address the areas that need improvement. The administrator or supervisor shall seek advisement from the appropriate human resources personnel concerning the development and monitoring of the performance improvement plan. If improvement is not demonstrated within 60 to 90 days from the date the performance improvement plan, the administrator shall proceed with the process designated in policy 7940, Classified Personnel: Suspension and Dismissal.
9. Evaluation data, along with commendations and reprimands regarding job performance, will be submitted to the central office personnel file in accordance with state law and policy 7820, Personnel Files.
5. Evaluation data may be used in making employment decisions, including transfers, promotions and dismissal and demotion of employees (policy 7940).
6. The superintendent and all evaluators are encouraged to develop ways to recognize exemplary employees and to capitalize on the abilities of exemplary employees in helping other employees.

The superintendent shall develop any other necessary procedures and shall provide training, as necessary, to carry out these board directives.

Legal References: G.S. 115C-47(18), -333.1

Cross References: Personnel Files (policy 7820), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: November 7, 2016