Recommendation to amend Board Policy 03.28 and Board Procedure 03.28 AP 1.

1. Amend the timeline by changing the evaluation to once every (4) years instead of (3) years and extend the deadline from April 1 to May 22.

Extending the deadline gives the evaluators more time to possibly complete the evaluation this school year if they so choose.

Classified employees that would normally receive a summative evaluation in the 2019-2020 school may be granted a one year extension and receive the summative evaluation in 2020-2021.

1. The conference can be held virtually with the employee to adhere to social distancing guidelines set forth by the Governor of Kentucky.
2. The deadline for the summative conference will be extended until May 22, 2020.

Excerpt from 03.28 AP 1

*Frequency and Time*

*Each classified employee with less than four (4) years of continuous service shall be evaluated at least once each year. Classified employees, other than classified administrators, with four (4) or more years of continuous service, shall be evaluated once every three (3) years, unless the supervisor determines a need for additional evaluations. Classified administrators shall be evaluated annually. The evaluator and employee shall meet to review the summative evaluation prior to April 1 of the year requiring an evaluation. The evaluator and classified administrator shall meet to review the summative evaluation prior to May 10th of the evaluation year. All other classified employees shall meet with the evaluator to review the summative evaluation prior to April 1st of the year requiring an evaluation.*

*Evaluation Procedure*

*The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.*

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# **PERSONNEL 03.28**

‑ Classified Personnel ‑

Evaluation

Each classified employee with less than four (4) years of continuous service shall be evaluated at least once each year by the Principal/immediate supervisor, as appropriate, and the evaluation shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. Classified employees, other than classified administrators, with four (4) or more years of continuous service, shall be evaluated once every three (3) years, unless the supervisor determines a need for additional evaluations. Classified administrators shall be evaluated annually. The supervisor performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

Classified administrators will be evaluated not later than May 10th of the evaluation year. All other classified employees will be evaluated not later than April 1 of the year requiring an evaluation.

Adopted/Amended: 3/21/2016

Order #: 14637G