# PERSONNEL 03.28

 ‑ Classified Personnel ‑

Evaluation of Staff

The process for such evaluations shall be established by the Executive Director and approved by the Board. Evaluations, along with any response materials an individual employee wishes to submit, are confidential and will become a part of the employee’s permanent record.

Process

The Executive Director /designee shall be responsible for evaluating NKCES personnel. Evaluations will be completed annually not later than ~~April 15~~~~th~~ April 30th of each year for RSP and ~~April 30~~~~th~~ ~~for~~ NKCES. The evaluation shall provide for input from the employee's immediate supervisor and any LEA(s) to which the staff person is assigned.

The evaluation will be based upon:

1. The effectiveness of the employee’s performance as defined by the job description.
2. Special strengths, such as personal and professional characteristics.
3. The judgment of the employee’s immediate supervisor and, where appropriate, the LEA superintendent or designee.

The evaluation shall be discussed with each staff member after input from the immediate supervisor. The appropriate LEA superintendent or designee may participate. The staff member will be asked to sign the evaluation indicating the evaluation has been discussed with them, which does not necessarily imply agreement or disagreement with the evaluation. In the event an employee disagrees with the evaluation the employee may submit a letter within ten (10) calendar days stating the reason for the disagreement. This letter will be attached to the individual's employment record. In addition, within ten (10) calendar days of the evaluation, the employee may submit to the Executive Director a written request for an appeal hearing before the Board of Directors. A review of the evaluation of the employee will be conducted at the next regularly scheduled Board meeting in the event of an appeal request.

The evaluation shall form the basis for the recommendation of the Executive Director r regarding continued employment of the individual with the Cooperative.

Adopted/Amended: 8/7/2019

Order #: