

HENDERSON COUNTY SCHOOLS

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Dr. Bob Lawson, Superintendent



March 16, 2023

To: Henderson County Board of Education

From: Jinger Carter, Director of Human Resources

RE: Board Policy 03.28 update

The Classified Evaluation Committee will be bringing an updated Classified Evaluation Plan before the board at the April 2023 Board of Education meeting.

The first step in making changes to the existing plan is to ask the board to review and approve the following changes to Policy 03.28

Change this sentence: "Thereafter, each classified employees shall be evaluated annually prior to April 1."

to the following: "Thereafter, each classified employee shall be evaluated annually prior to May 1."

Thank you for your consideration of this request.

PERSONNEL

- CLASSIFIED PERSONNEL -

Evaluation

All new classified employees shall be evaluated monthly during the ninety (90) days probationary period. Thereafter, each classified employees shall be evaluated annually prior to ~~May~~April 1.

FORMAL PROCEDURE

This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator 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.