

STATE COLLEGE  
 AREA  
 SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
 TITLE: EVALUATION OF CLASSIFIED EMPLOYEES  
 ADOPTED: April 11, 2005  
 REVISED:

| 512. EVALUATION OF CLASSIFIED EMPLOYEES |  |                       |         |              |  |                |  |                                  |   |          |         |
|---|--|-----------------------|---------|--------------|--|----------------|--|----------------------------------|---|----------|---------|
| 1. Purpose                              | The district will evaluate the performance of all classified employees on a periodic basis to assist them in their work and to maintain the best interests of the district.  |                       |         |              |  |                |  |                                  |   |          |         |
| 2. Authority                            | The district requires all classified employees to maintain acceptable standards of performance in their position.  |                       |         |              |  |                |  |                                  |   |          |         |
| 3. Guidelines                           | <p>Classified employees will receive evaluations as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">Executive Secretaries</td> <td>Annual.</td> </tr> <tr> <td style="padding-left: 40px;">Food Service</td> <td>Sixty (60) day probationary then annual.</td> </tr> <tr> <td style="padding-left: 40px;">Physical Plant</td> <td>Sixty (60) day probationary then annual.</td> </tr> <tr> <td style="padding-left: 40px;">Secretarial/Paraprofessional bid</td> <td>                     1st year; not fewer than twice for a new or transferred employee occurring no later than November 1 and at the end of the third nine (9) weeks of school.<br/><br/>                     2nd year; after no fewer than two (2) satisfactory evaluations during the first year, an annual evaluation at the end of the third nine (9) weeks of school.<br/><br/>                     Subsequent years; after satisfactory evaluation during the second year, an evaluation not fewer than once every three (3) years (i.e. no more than two [2] years between evaluations).                 </td> </tr> <tr> <td style="padding-left: 40px;">Security</td> <td>Annual.</td> </tr> </table> | Executive Secretaries | Annual. | Food Service | Sixty (60) day probationary then annual. | Physical Plant | Sixty (60) day probationary then annual. | Secretarial/Paraprofessional bid | 1st year; not fewer than twice for a new or transferred employee occurring no later than November 1 and at the end of the third nine (9) weeks of school.<br><br>2nd year; after no fewer than two (2) satisfactory evaluations during the first year, an annual evaluation at the end of the third nine (9) weeks of school.<br><br>Subsequent years; after satisfactory evaluation during the second year, an evaluation not fewer than once every three (3) years (i.e. no more than two [2] years between evaluations). | Security | Annual. |
| Executive Secretaries                   | Annual.  |                       |         |              |  |                |  |                                  |   |          |         |
| Food Service                            | Sixty (60) day probationary then annual.   |                       |         |              |  |                |  |                                  |   |          |         |
| Physical Plant                          | Sixty (60) day probationary then annual.   |                       |         |              |  |                |  |                                  |   |          |         |
| Secretarial/Paraprofessional bid        | 1st year; not fewer than twice for a new or transferred employee occurring no later than November 1 and at the end of the third nine (9) weeks of school.<br><br>2nd year; after no fewer than two (2) satisfactory evaluations during the first year, an annual evaluation at the end of the third nine (9) weeks of school.<br><br>Subsequent years; after satisfactory evaluation during the second year, an evaluation not fewer than once every three (3) years (i.e. no more than two [2] years between evaluations).  |                       |         |              |  |                |  |                                  |   |          |         |
| Security                                | Annual.  |                       |         |              |  |                |  |                                  |   |          |         |

