

# Jefferson County Education Service District

Code: GCN/GDN-AR  
Adopted: 11/2/93,9/2/80,1/2/96  
Readopted: 5/07/08  
Orig. Code(s): 611,617,624,720,724

## Evaluation of Classified Staff

The Board directs the administration to publish procedures for supervision and evaluation for all classified personnel with the goal to achieve maximum support services for the educational process.

### Time Line

1. Probationary Progress Report - New employees will receive an evaluation progress report within the first three months of employment.
- 2.. Final Probationary Report - New employees will receive an evaluation subsequent to their evaluation progress report after six months of employment. Satisfactory ratings on this report will result in regular employment status except where a job is designated as temporary.
3. Annual Evaluation - Regular employees will be evaluated annually during the same month as the anniversary date of their hiring with the exception that evaluations for nine and ten month employees hire in August or September will be done in May.

### Probationary Employees

Classified employees will be considered probationary through the first six months of regular employment.

A classified employee's work will be periodically reviewed during the probationary.

The probationary period will end and regular employment commence after six months, providing the final probationary report is satisfactory.

Classified employees should consider the probationary period a time to prove their worth as competent workers and loyal employees. The probationary employee will be expected to seek and receive assistance from his/her immediate supervisor.

Every effort will be made to correct deficiencies and improve and employee's work; however, in cases of termination, the probationary employee will be given two weeks written notice. The probationary employee may request a hearing as set forth in ORS 342.663 (2).

Regular employees may expect continued employment so long as a position exists as determined by the Board in conformity with Oregon Revised Statutes and so long as the employee's evaluation warrants.

## **Plan of Assistance**

Intensive Evaluation - When an employee's performance lacks effectiveness and deficiencies are noted, a plan of assistance may be furnished to the employee. The plan of assistance must meet the following criteria:

1. The employee would be given five days notice of the intention to present a letter of assistance.
2. The employee must be given a notice of change of status letter. The change of status letter includes the five day notice, announces a conference to present a plan of assistance, and the purpose of supervision to include status of future employment.
3. Plan of assistance letter must include: Statement of deficiencies, recommendations for improvement, assistance which will be provided, conditions for progress evaluations, who will evaluate progress, a time line for the plan, the date presented, and appropriate signatures.

## **Suspension and Dismissal**

It shall be the policy of the ESD to strive to assist personnel in every way possible to adjust to their positions and to perform their duties satisfactorily. Reasonable effort shall be made to avoid the necessity of dismissing personnel at any level.

### **Suspension**

The superintendent has the right to suspend an employee until a decision is rendered by the Board. The employee's salary may be continued during such suspension.

### **Dismissal**

dismissal will generally be after a performance evaluation by the employee's supervisor based on the employee's current job description, the evaluation report, and after a plan of assistance has been implemented to improve performance deficiencies and action to be taken by the employee to improve performance. Exceptions to this procedure are noted in "Misconduct" and "Probationary Employees".

### **Misconduct**

In the event of flagrant misconduct, the employee may be suspended from employment until such charges are investigated and a decision is made to continue or terminate employment. If the employee is cleared of the charges, the affected employee will be immediately reinstated without loss of pay or other benefits. If the charges are upheld, the termination date will be the date of suspension.

### **Probationary Employees**

Probationary employees may be dismissed at any time during the probationary period if, in the judgment of the immediate supervisor, the employee is unwilling to or incapable of doing the job for which hired, or is performing in an unsatisfactory manner as determined by the district.