

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES
TITLE: EVALUATION OF TEMPORARY
PROFESSIONAL EMPLOYEES
ADOPTED: NOVEMBER 20, 2002
REVISED: SEPTEMBER 24, 2014**

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES	
1. Purpose	There shall be a plan for the evaluation of temporary professional employees that recognizes their conditions of employment and the requirements of law.
2. Authority SC 1108, 1123 Pol. 412	The Board directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.
3. Guidelines SC 1108	<p>Each temporary professional employee shall be observed and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p>A timely conference shall be held between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed as part of the evaluation.</p>
4. Delegation of Responsibility	<p>The Executive Director or designee shall develop procedures for the evaluation of temporary professional staff members.</p> <p>Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent.</p>
SC 1108	The Executive Director shall certify as to the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.