

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE  
UNIT EMPLOYEES-  
SUPPORTIVE SERVICES**

**TITLE: EVALUATION OF CLASSIFIED  
EMPLOYEES**

**ADOPTED: NOVEMBER 20, 2002**

**REVISED: OCTOBER 22, 2014**

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of intermediate unit goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluations of all classified personnel employed by the intermediate unit.</p>
2. Authority SC 963, 964	<p>The evaluation plan for classified employees shall be approved by the Board.</p>
3. Guidelines	<p>The objectives of the evaluation plan for classified personnel are:</p> <ol style="list-style-type: none"><li>1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.</li><li>2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties.</li></ol> <p>The evaluation plan shall provide a procedure for:</p> <ol style="list-style-type: none"><li>1. Ensuring that appropriate evaluation of performance takes place during probationary periods.</li><li>2. Identifying and commending effective performance.</li><li>3. Counseling and assisting employees where improvement is necessary.</li><li>4. Dismissing an employee rated as unsatisfactory after appropriate supervisory efforts fail to produce effective performance.</li></ol>

4. Delegation of Responsibility

The Executive Director shall arrange for at least one (1) formal evaluation of each intermediate unit member annually.