

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>			
	<b>Evaluation of Classified Personnel</b>	Descriptor Term:	Descriptor Code:	Issued:
		<b>G-510</b>	<b>7/95</b>	
		Reviewed:	Revised:	
	<b>4/17</b>	<b>8/17</b>		

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The Board recognizes the importance of periodic performance review of classified personnel.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of the duties.

**EVALUATION OF PERSONNEL**

The Director of Schools shall approve standard forms to be used in evaluating classified personnel. A newly hired employee shall be evaluated for three consecutive years and then once every five years for the remainder of his or her employment. However, the principal/supervisor and/or the employee may request an evaluation in any given year.

**CENTRAL OFFICE EMPLOYEES**

Central Office employees shall be evaluated annually.

**UTILIZATION OF EVALUATION**

Evaluations shall be used to inform employees of their performance, as an aid in improving performance, and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.