

Section G: Human Resources	Knox County Board of Education Policy		
	Evaluation of Classified Personnel	Descriptor Code:	Issued:
		G-510	7/95
		Reviewed:	Revised:
	3/23	8/17	

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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.

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.