

## CLASSIFIED STAFF EVALUATION

### General Provisions

The Board recognizes the right, duty and responsibility of the principals and supervisors to conduct observations and evaluations of the performance of all employees. The principal or supervisor will provide the employee with the format used in the evaluation in advance of the evaluation process.

### Classified Employee Evaluation

Classified employees will be formally evaluated every other year. At the discretion of the supervisor, a classified employee can be evaluated more frequently.

Classified staff members shall be provided a conference in regard to the evaluation and an opportunity to respond to the evaluation. Any written response will be included as part of the evaluation and made part of the employee's file. The employee will be given an opportunity to authorize consent for another individual to view his/her file by indicating consent on a release form to be a part of the personnel file.

LEGAL REF.: 103.13 - Wisconsin Statutes

CROSS REF.: Parkview Employee Handbook – Section 7

**APPROVED:** August 27, 1985  
August 20, 2012  
August 21, 2017  
March 16, 2020  
**MARCH 21, 2023**