

## EVALUATION OF NON-LICENSED EMPLOYEES

Policy Code: 7815

The board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their growth and development throughout their careers. The primary purpose of evaluation of non-licensed employees is to improve the school system's support programs by assisting employees in improving and gaining even greater competence in their professions. Evaluations of non-licensed employees' performance must conform to the following board directives.

1. The evaluation process will be initiated and coordinated by the employee's immediate supervisor. When needed and appropriate, the supervisor may be assisted in this process by other supervisory personnel.
2. Employees will be evaluated formally on an annual basis. Mid-year evaluations also will be conducted for employees whose performance is rated as marginal or below standard, or at the discretion of their supervisor. Supervisor will provide feedback on an ongoing basis.
3. Exemplary performance as well as deficiencies in performance should be clearly identified with written comments.
4. Supervisors and principals should facilitate open communication with employees about performance expectations.
5. An employee who is unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with his or her immediate supervisor.
6. Supervisors shall use the evaluation instruments designated by the school system for this purpose. Evaluation documents will be submitted to the central office personnel file in accordance with state law and policy 7820, Personnel Files.
7. Evaluation data may be used in making employment decisions, including decisions related to promotions, reassignments or transfers (see policy 7440, Assignments/Reassignments/Transfers), suspensions or dismissals (see policy 7940, Classified Personnel: Suspension and Dismissal), or reductions in force (see policy 7921, Classified Personnel Reduction); ~~however, employment decisions do not require the consideration of evaluation data and~~ may be made by the board and administrators on any basis that is not discriminatory or otherwise unlawful.
8. The superintendent and all evaluators are encouraged to develop ways to recognize exemplary employees and to capitalize on the abilities of exemplary employees in helping other employees.

The superintendent or designee shall develop any other necessary procedures and shall provide training, as necessary, to carry out these board directives.

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**Deleted:** regardless of whether evaluators have followed the evaluation system, so long as there is a legally sufficient basis for the decisions

Legal References: G.S. 115C-47(18), -333.1

Cross References: Assignments/Reassignments/Transfers (policy 7440), Personnel Files (policy 7820), Classified Personnel Reduction (policy 7921), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: May 3, 2022

Revised: