

# GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: EVALUATION OF  
EMPLOYEES

ADOPTED: January 22, 2008

REVISED:

313. EVALUATION OF EMPLOYEES	
1. Authority	<p>Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of center goals and objectives.</p> <p>The objectives of the center evaluation plans for employees 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 in achieving center goals.</li> <li>2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving center goals.</li> </ol>
SC 1850.1	<p>The Joint Operating Committee shall approve plans for regular, periodic evaluations of administrative, professional and support employees. The Joint Operating Committee shall be informed periodically about the results of evaluations.</p>
SC 1123	<p>The evaluation plan for tenured professional employees shall utilize the state-approved evaluation forms or center-specific forms approved by the Joint Operating Committee.</p>
2. Delegation of Responsibility	<p>Evaluations shall be conducted by administrators and supervisors designated by the Administrative Director.</p> <p>The Administrative Director or designee shall develop and implement administrative regulations for evaluating staff, which shall have the following characteristics:</p> <ol style="list-style-type: none"> <li>1. Clear and unambiguous in intent and language.</li> <li>2. Establish reasonable standards.</li> <li>3. Apply in a consistent and uniform manner to all employees in the same class.</li> </ol>

SC 1108	<p>4. Available to employees for review before they are applied.</p> <p>5. Reviewed and updated periodically.</p> <p>6. Referred to the Joint Operating Committee for information purposes.</p> <p>7. Consistent with the applicable administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p> <p>Each observation shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.</p> <p>Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.</p> <p><u>Temporary Professional Employees</u></p> <p>Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p>Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation, and may conduct additional observations and evaluations of employees who are marginally competent.</p> <p>SC 1108</p> <p>The Administrative Director shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1108, 1123, 1850.1</p>
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