

CLASSIFIED EVALUATION

The development of a strong, competent classified staff and the maintenance of high morale among that staff, are major objectives of the Bonneville Joint School District No. 93 Board of Trustees. The Board recognizes that continuous, thorough appraisal of staff performance is critical to the realization of these objectives. The purpose of evaluation is to identify the employee's performance level, growth potential, and developmental needs as well as to strengthen the school staff as a whole, and improve support services. The Board expects principals and supervisors to exert every effort to encourage staff members to develop their performance to an optimal degree.

Performance Evaluation

1. District bus drivers shall be evaluated using the State Department of Education Evaluation form in the following areas of job performance:
 - a. Driver compliance
 - b. Basic driving skills
 - c. Loading/unloading on route and at schools
 - d. Railroad crossings
 - e. Student control
 - f. Routes
 - g. Backing
2. The *Bonneville Joint School District No. 93 Performance Evaluation – Classified Personnel* form (5130F1) will be used annually for the formal evaluation of all other classified employees.
3. Principals and supervisors should use the performance evaluation as an opportunity to recognize good performance and to let employees know that their contributions have an impact on the District.
4. During the annual performance evaluation, position requirements will be reviewed and discussed with the principal and/or supervisor.
5. Classified employees shall be evaluated as follows:
 - a. Performance appraisal will be continuous and not limited to items and procedures set forth on the formal evaluation form.
 - b. Principals and supervisors shall complete an annual performance evaluation for all classified employees by May 1.
 - c. Observation and monitoring of the classified employee shall be done in a professional and ethical manner.

- d. Supervision shall be as open and direct as possible allowing considerations for the nature of reasonable concerns.
6. The annual performance evaluation shall not create a property right in the employee or modify the at-will-employment status described herein.

Discussion of Performance Evaluations

1. Principals or supervisors should hold confidential discussions regarding the employee's formal evaluation. These discussions can be used to clarify functions, duties, and responsibilities and to motivate the employee toward improved performance.
2. During the discussion, the evaluator should give employees the opportunity to present views concerning their performance thus, encouraging valuable two-way communication.
3. Employees shall have the right to include a written statement or document as an addendum to the evaluation form if they wish to do so.
4. After discussing the annual performance evaluation, the evaluation form shall be signed by the Principal or Supervisor and the employee.
 - a. The employee's signature implies only that he or she had an opportunity to see and discuss the written evaluation.
 - b. The employee's signature does not sacrifice any right to appeal or to grieve.
 - c. If the employee declines to sign the document, the evaluator will have a witness sign the document to verify that the employee had access to the annual evaluation.
5. Original copies of the evaluation form will be submitted to the Human Resources Department for review and placement in the respective personnel file.
6. One copy of the evaluation will be given to the classified employee and one copy to the principal and/or supervisor.

Unsatisfactory Performance

1. When aspects of a classified employee's performance are in need of improvement, the evaluator will specifically identify those areas needing improvement either using the *Bonneville Joint School District No. 93 Classified Personnel – Employee Warning Notice* form (5130F2) or in the form of a written letter, and discuss the need for improvement with the employee.

At-Will-Employment Status

1. Classified positions are in all respects “employment-at-will” and the employee is subject to discharge by the District at any time without cause.
2. The employment period and other descriptions and terms set forth in job descriptions shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

Adopted 11-03-2004 Reviewed 03-11-2020 Revised 05-09-2012
05-11-2016

Cross-Reference: Classified Performance Evaluation 5130F1
Classified Warning Notice 5130F2
Job Descriptions #5630

Legal Reference: Idaho Code §33-517 Non-Certificated Personnel
Idaho Code §33-518 Employee Personnel Files
Idaho Code §33-1210 Information on past job performance

Other Reference: Standards for Idaho School Buses and Operations found at:
<https://boardofed.idaho.gov/resources/standards-for-idaho-school-buses-and-operations/>