

**CHESTER COUNTY
INTERMEDIATE
UNIT 24**

SECTION: EMPLOYEES
TITLE: EVALUATION OF EMPLOYEES
ADOPTED: JULY 21, 2010
READOPTED: AUGUST 19, 2020

313. EVALUATION OF EMPLOYEES

Policy Section	Policy Description
1. Authority	<p>Evaluation is a continuing process actively involving employees and their respective supervisors. Employee evaluations shall be used to identify strengths and weaknesses, assess and improve performance, encourage professional growth, and facilitate attainment of Intermediate Unit goals and objectives. Evaluation instruments include performance assessment rubrics establishing high expectations and standards for all employees.</p> <p>The Board shall approve plans for evaluations of all employees.</p> <p>Legal Reference: SC 964</p> <p>The evaluation plan for tenured professional employees shall utilize the state-approved evaluation forms or Intermediate Unit-specific forms approved by the Board.</p> <p>Legal Reference: SC 1123</p>
2. Delegation of Responsibility	<p>Each Intermediate Unit employee shall be assigned to a supervisor, who shall be responsible for evaluating the employee’s job performance. The Executive Director or designee shall be responsible for ensuring that proper supervision and evaluations are accomplished.</p>
3. Guidelines	<p>Administrative regulations or procedures shall be developed for evaluating Intermediate Unit staff, which shall have the following characteristics:</p> <ol style="list-style-type: none"> 1. Are clear and unambiguous in intent and language. 2. Establish reasonable standards. 3. Apply in a consistent and uniform manner to all employees in the same class. 4. Available to employees for review before they are applied. 5. Reviewed and updated periodically.

References:	<p>All employee performance evaluations shall be conducted in accordance with Intermediate Unit procedures.</p> <p>The Executive Director or designee shall be responsible for ensuring these evaluations occur.</p> <p>School Code – 24 P.S. Sec. 963, 964, 1108, 1122, 1123</p> <p>Board Policy – 000</p>
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