

CHAPTER 6.00 – HUMAN RESOURCES

ASSESSMENT OF EMPLOYEES

6.40*

- I. The Superintendent shall develop or select personnel performance assessment systems for all staff. The Board will adopt instructional and administrative employee performance criteria in compliance with Florida Statute.
- II. Each member of the staff shall receive, at a minimum, an annual evaluation by his or her immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Superintendent.
- III. A copy of each employee's evaluation report shall be filed in the District Human Resource office.
- IV. The assessment of all employees shall be based on observations of the individual's work by his or her immediate supervisor and shall be made at least once each year prior to re-appointment. Evaluation of instructional personnel and school administrators shall include indicators of student performance.
- V. The Superintendent shall arrange for the assessment of all principals, supervisors and administrative personnel as required by law.
- VI. The principal or administrator supervising personnel shall arrange for the assessment of all employees under his or her supervision as required by law.
- VII. Prior to preparing the written report of the assessment, the individual being assessed shall be informed as to the criteria and the procedure to be used.
- VIII. The written report of the assessment shall be made available to the employee. The person who made the employee's assessment will make themselves available at an agreed upon date and time for discussion of the assessment with the employee.
- IX. An employee may respond to an assessment in the manner provided by law or other approved procedures.

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STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1008.22, 1008.36, 1012.22,
1012.27, 1012.34, 1012.3401, F.S.

HISTORY: **ADOPTED: 07/01/2002**
REVISION DATE(S): 03/02/2004; 01/26/2012; 01/22/2015
FORMERLY: 7.40