

## Evaluation of Classified Staff

The development of a strong, competent, classified staff is essential to the smooth functioning of NWBOCES. The NWBOCES Board expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through supervision and evaluation.

The Board delegates to the Administrative Director the responsibility of developing evaluation procedures for all classified personnel. The plan shall provide that all classified employees are evaluated as least once each year with the results of the evaluation reported to the Administrative Director.

Staff members will be provided an opportunity to review all written evaluation reports pertaining to them as well as comment on the evaluation. Classified staff will be asked to sign the evaluation report only to confirm the fact that they have had an opportunity to review the report.

All evaluations and evaluation reports shall be placed in the employee's confidential Personnel file.