

CLARK COUNTY SCHOOL DISTRICT REGULATION

4323

EVALUATION: SUPPORT STAFF AND SCHOOL POLICE EMPLOYEES

- I. Performance evaluations shall be completed as scheduled for all probationary employees prior to the end of three (3) months of service and again prior to the end of six (6) months of service.
 - A. A probationary period of not less than six (6) months shall be required for all support staff and school police employees.
 - B. The initial probationary period may be extended in monthly increments as long as the total combined probationary period does not exceed twelve (12) months.

Probationary support staff and school police employees completing a required probationary period in a satisfactory manner shall be granted regular status. Performance evaluations for regular-status employees will be completed annually. All regular-status employees must be evaluated at least once each school year until the employee achieves longevity status (ten years and longer) and then biannually thereafter unless the employee is required to serve another probationary period as defined below. However, a regular-status employee may be evaluated any time or more frequently.

- II. Performance evaluations are not subject to appeal unless specified procedures have not been followed or there has been a resultant action to suspend, demote, or dismiss a regular-status employee based upon the contents of the evaluation.
- III. A regular-status employee who is promoted shall also serve a required probationary period of six (6) months in the position to which promoted. If the employee's performance in the higher classification is unsatisfactory, the employee shall be reinstated to an available position at a lower classification for which the employee is qualified and/or has previously demonstrated satisfactory work performance.
- IV. Regular-status employees who are assigned to positions within the same job skill area and which are on the same salary range on the Support Staff Salary Schedule shall not be required to serve a new probationary period.
- V. Regular-status employees who are assigned on a voluntary or involuntary basis to a position unrelated to their job skill area at a lower salary range on the appropriate salary schedule shall be required to serve a new

probationary period. An employee who has previously achieved regular-status in a lateral or higher level position, within the same job skill area, shall not be required to serve a new probationary period.

Employees who are involuntarily reduced in force at the direction of the superintendent shall not be required to serve a new probationary period in the position to which they are assigned as a result of the superintendent's action.

- VI. The following procedures shall be followed in completing support staff or school police employee evaluations:
- A. Support staff and school police employees may be evaluated on the appropriate Employee Performance Evaluation Report at any time.
 - B. If the employee is rated by another employee within the same bargaining unit, the appropriate administrative supervisor must review and sign the document as reviewer.
 - C. The evaluating administrators and the employee shall date and sign the evaluation and attachments to indicate that a conference has been held, that the employee has had an opportunity to read the document(s), and that the employee has received a copy.
 - 1. The employee's signature acknowledges receipt of the form.
 - 2. The employee's signature does not indicate that the employee agrees with the opinions or statements made by the evaluating administrator or statement from the supervisor which have subsequently been approved by the employee's administrative supervisor.
 - D. If the employee elects to make a written response to the evaluation, the employee shall check the appropriate space and indicate the date on which the response will be received by the evaluating administrator.
 - E. Upon receipt of an employee's written response, the evaluating administrator shall check the appropriate space and will specify the date the written response was received. The original employee evaluation and written response will be forwarded to the appropriate administrator, Human Resources Division.

- F. If an employee writes a response to a supervisory document, it shall remain with the document so long as the document is on file.
- G. If an employee refuses to sign an evaluation, the employee or the evaluating administrators shall indicate the reason for the refusal on the evaluation report. Such refusal may be grounds for disciplinary action.

Review Responsibility: Human Resources Division
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