



**POLICY—400.30—EVALUATION OF ESP PERSONNEL**

	<b>DISTRICT CODE:</b> 400.30	<b>ADOPTED:</b> 6.13.2017
	<b>RESCINDS:</b> GDO	<b>ADOPTED:</b> 7.10.07

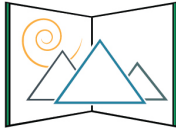
**BOARD POLICY**

1. The Board recognizes the need for periodic evaluation of all District personnel. This evaluation shall be conducted by each employee's immediate supervisor. The primary purpose of the evaluation shall be to assist each employee to improve his/her performance in his/her individual assignment.
2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

	<b>ADMIN-REG:</b> 400.30	<b>APPROVED:</b> 6.13.17
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**ADMINISTRATIVE REGULATION—400.30-1:**

1. The purposes of the evaluation are: (1) to assess and improve the personal and professional growth of each employee and thus insure a higher quality of service, and (2) to provide a basis for necessary administrative decisions.
2. Evaluation is an ongoing process. Suggestions and constructive criticism should take place whenever the need arises. Written evaluation forms shall be completed for all ESP employees annually, or more often if deemed necessary by the immediate supervisor, principal, or Superintendent.
3. An essential part of the evaluation is a conference between the employee and his/her immediate supervisor. The purpose of the conference is to review areas of commendation or areas of concern and suggest goals for improvement. Following the conference the employee shall sign the evaluation form indicating that a conference had been held and the evaluation form had been reviewed with him/her. Signing the form does not necessarily indicate agreement.
4. This evaluation shall be completed in triplicate--one (1) copy shall be sent to the Human Resources Specialists, one (1) copy retained by the immediate supervisor, and one (1) copy given to the employee. No changes in this evaluation will be made after the conference unless mutually agreed upon.
5. If the District intends to terminate a contract during its term or discontinue a career employee's contract beyond the then current school year for reasons of unsatisfactory performance, the unsatisfactory performance must be documented in at least two (2) evaluations conducted at any time within the preceding three (3) years.
6. Expunging items from ESP employee records



- 6.1. Employees may request to have a memorandum expunged from their individual employee files under the following conditions:
  - 6.1.1. Five (5) or more years have elapsed since the memorandum was placed in the file.
  - 6.1.2. The employee's work performance has been satisfactory from the time the memorandum was placed in the file.
  - 6.1.3. The employee's immediate supervisor and Human Resources Department administrator agree to the expungement.
- 6.2. Evaluation reports and other items which are part of the permanent employee record shall not be expunged.
- 6.3. Probation reports and negative evaluations older than five (5) years with no repeat violation as defined by Policy—400.41—Termination of ESP Personnel, shall not be considered in employee eligibility for promotion or transfer.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

*CANYONS BOARD OF EDUCATION*

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.