

**NORTHERN  
WESTMORELAND  
CAREER AND  
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL  
EMPLOYEES

TITLE: EVALUATION OF  
NON-INSTRUCTIONAL  
EMPLOYEES

ADOPTED: October 20, 2011

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>4. Delegation of Responsibility</p>	<p style="text-align: center;">512. EVALUATION OF NON-INSTRUCTIONAL EMPLOYEES</p> <p>There shall be a plan for regular, periodic evaluation of all non-instructional personnel employed by the center.</p> <p>The evaluation plan for non-instructional employees shall be approved by the Joint Operating Committee.</p> <p>The objectives of the center's evaluation plan for non-instructional personnel are:</p> <ol style="list-style-type: none"> <li>1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.</li> <li>2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties.</li> </ol> <p>The evaluation plan shall:</p> <ol style="list-style-type: none"> <li>1. Group non-instructional employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.</li> <li>2. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.</li> <li>3. Provide a procedure for identifying and commending effective performance, counseling and assisting employees where improvement is desired, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</li> </ol> <p>The Administrative Director or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none"> <li>1. Conduct of evaluations at specified intervals for probationary employees and each year for regular employees.</li> </ol>
---	---

	<ol style="list-style-type: none"><li>2. Establishment of reasonable performance standards to permit the employee to meet performance objectives determined by the employee's supervisor or program supervisor.</li><li>3. Method of making and maintaining personnel records which ensures that entries are based on observable and verifiable facts, all materials will be held confidential, and the employee has an opportunity to review evaluation records and append a written statement.</li><li>4. Provisions for improving unsatisfactory performance by offering aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.</li></ol>
--	---