

Policy Code: 7815 Evaluation of Non-Licensed Employees

The board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their growth and development throughout their careers. Regular evaluation of non-licensed employees is encouraged. The following board directives apply to the evaluation of non-licensed employees.

Evaluations of non-licensed employees' performance must follow state law and conform with the following board directives:

1. The evaluation process will be initiated and coordinated by the employee's immediate supervisor. The supervisor may be assisted in this process by members of the central office staff, as appropriate.
2. Classified employees will be evaluated on an annual basis in accordance with state law. Classified employees who have been employed for less than two years in their current position will also receive a mid-year evaluation. Also, employees whose performance is rated as marginal should have a mid-year performance review. Employees may also request a performance review by the immediate supervisor at any time.
3. Evaluation should be a two-way process which allows not only the supervisor to evaluate the employee's performance but gives the employee an opportunity to evaluate his or her own performance. Exemplary performance as well as deficiencies in performance should be clearly identified.
4. Supervisors and principals should facilitate open communication with employees about performance expectations. An employee who is unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with the immediate supervisor.
5. Supervisors will use evaluation documents developed for the purpose. Evaluation documents will be submitted to the central office personnel file in accordance with state law and board policy on personnel files, (policy 7820).
6. Evaluation data may be used in making employment decisions. These decisions include employee promotions, reassignments, or transfers (see Policy 7440: Assignments/Reassignments/Transfers), employee suspensions or dismissals (see Policy 7940: Classified Personnel-Suspension and Dismissal), and reductions in force (see Policy 7921: Classified Personnel Reduction); however, employment decisions do not require the consideration of evaluation data and may be made by the board and administrators on any basis that is not discriminatory or otherwise unlawful.
7. The superintendent and all evaluators are encouraged to develop ways to recognize exemplary employees and to capitalize on the abilities of exemplary employees in helping other employees.

The superintendent will develop any other necessary procedures and will provide training, as necessary, to carry out the board directives.

Legal References: [G.S. 115C-47](#)(18), [-333.1](#)

Cross References: Assignments/Reassignments/Transfers (policy 7440), Personnel Files (policy 7820), Classified Personnel Reduction (policy 7921), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted:

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Chapel Hill-Carrboro Schools
