

1 The Transylvania County Board of Education (the “board”) attaches a high priority to securing
2 the most competent personnel available and, once they are employed, in assisting them in their
3 growth and development throughout their careers. Evaluations of non-licensed employees’
4 performance must conform to the following board directives.
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- 6 1. Exemplary performance as well as deficiencies in performance should be clearly
7 identified.
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- 9 2. Supervisors and principals should facilitate open communication with employees about
10 performance expectations.
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- 12 3. An employee who is unclear about how performance is being assessed or desires
13 additional evaluation opportunities should address these issues with his or her immediate
14 supervisor.
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- 16 4. Evaluation data will be submitted to the central office personnel file in accordance with
17 state law and policy 7820, Personnel Files.
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- 19 5. Evaluation data may be used in making employment decisions, including **decisions**
20 **related to promotions, reassignments or transfers (see policy 7440,**
21 **Assignments/Reassignments/Transfers), ~~promotions, suspensions or dismissals, and~~**
22 **~~demotions of employees~~ (see policy 7940, Classified Personnel: Suspension and**
23 **Dismissal), and reductions in force (see policy 7921, Classified Personnel Reduction).**
24 **Employment decisions may be made by the board and administrators regardless of**
25 **whether evaluators have followed the evaluation system, so long as there is a legally**
26 **sufficient basis for the decisions).**
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- 28 6. The superintendent and all evaluators are encouraged to develop ways to recognize
29 exemplary employees and to capitalize on the abilities of exemplary employees in
30 helping other employees.
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32 The superintendent shall develop any other necessary procedures and shall provide training, as
33 necessary, to carry out these board directives.
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35 Legal References: G.S. 115C-47(18), -333.1
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37 Cross References: **Assignments/Reassignments/Transfers (policy 7440)**, Personnel Files (policy
38 7820), **Classified Personnel Reduction (policy 7921)**, Classified Personnel: Suspension and
39 Dismissal (policy 7940)
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41 Adopted: April 18, 2016
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43 **Revised: [DATE]**