

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. **Regular evaluation of non-licensed**
4 **employees is encouraged.** ~~Evaluations of non-licensed employees’ performance must conform to~~
5 ~~†~~The following board directives **apply to the evaluation of non-licensed employees.**

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7 1. Exemplary performance as well as deficiencies in performance should be clearly
8 identified.
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10 2. Supervisors and principals should facilitate open communication with employees about
11 performance expectations.
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13 3. An employee who is unclear about how performance is being assessed or desires
14 additional evaluation opportunities should address these issues with his or her immediate
15 supervisor.
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17 4. Evaluation data will be submitted to the central office personnel file in accordance with
18 state law and policy 7820, Personnel Files.
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20 5. Evaluation data may be used in making employment decisions, including decisions
21 related to promotions, reassignments or transfers (see policy 7440,
22 Assignments/Reassignments/Transfers), suspensions or dismissals (see policy 7940,
23 Classified Personnel: Suspension and Dismissal), and reductions in force (see policy
24 7921, Classified Personnel Reduction); **however, e**Employment decisions **do not require**
25 **the consideration of evaluation data and** may be made by the board and administrators **on**
26 **any basis that is not discriminatory or otherwise unlawful** ~~regardless of whether~~
27 ~~evaluators have followed the evaluation system, so long as there is a legally sufficient~~
28 ~~basis for the decisions.~~
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30 6. The superintendent and all evaluators are encouraged to develop ways to recognize
31 exemplary employees and to capitalize on the abilities of exemplary employees in
32 helping other employees.

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34 The superintendent shall develop any other necessary procedures and shall provide training, as
35 necessary, to carry out these board directives.

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37 Legal References: G.S. 115C-47(18), -333.1

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39 Cross References: Assignments/Reassignments/Transfers (policy 7440), Personnel Files (policy
40 7820), Classified Personnel Reduction (policy 7921), Classified Personnel: Suspension and
41 Dismissal (policy 7940)

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43 Adopted: April 18, 2016

45 Revised: July 18, 2022; [DATE]

REVISED