

Intradistrict Communication

DATE: April 20, 2017

TO: All Principals, Directors and Coordinators

FROM: June LeMaster, Ph.D., Administrator, Human Resources
Administrator of Schools
Brent Burge, Human Resource Administrator - Classified

SUBJECT: Optional Classified Assistant Employment Evaluations- 2016–2017 School Year

With the end of the school year fast approaching, you have more work to do than time to complete it. We would like to lighten your workload a little this year. Formal evaluations for classified part-time assistants are now optional. However, we always recommend providing constant performance feedback to employees.

With these evaluations being optional, you may still feel the need to conduct an evaluation. The evaluation documents can also be crucial in justifying employee terminations or unemployment claims. If you determine that a more formal evaluation should be completed, the forms can be found as outlined below.

All forms are available on the HR website on the “AdminOnly” or the “SecretaryConnections” page under the “Part Time Classified Evaluations” link.

You will find the following forms:

- Part-Time Classified Assistant Evaluations Guideline -outlining the procedure for evaluating part time employees in your school/department.
- Assistants-Employment Review/Status form.

If you choose to conduct an evaluation, you need to inform the employee of his/her employment status for the upcoming year and the employee’s signature is required.

As part of your meeting with the assistant, please remind him/her that part-time employees with Jordan School District are considered "at will". That is, either the employee or Jordan School District may end the employment relationship at any time, for any reason, or for no reason. There is no expectation of continued or guaranteed employment.

If you have any questions or if you need additional help, review the evaluation guideline on the website or you may contact our office at 801-567-8224.

Thank you for your assistance.