

Intradistrict Communication

DATE: April 30, 2018

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 PT Classified Assistant Employment Evaluations- 2017–2018 School Year

Formal performance evaluations for classified part-time assistants remain optional. However, the evaluation documents you provide can be crucial in justifying employee terminations and potential unemployment claims. If you determine that a formal evaluation is needed, the process to complete evaluations for PT classified assistants is outlined below.

Staffing needs in schools or departments vary from year to year based on funding, student enrollment or other factors. Individuals are hired to fill specific job requirements and may be considered for placement changes within the school or department. Only Program/staffing needs and employee performance should be used to determine if an employee will remain for the following school year.

PT classified assistants 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.

All forms are available on the AdminOnly website under the “Classified” section or on the HR Connections website.

Instructions for Authorized Evaluators

1. Complete the "PT Classified Assistant – Employment Evaluation Form". Select a performance rating:
 - i. **(Work is Satisfactory – The employee will remain at this location for the coming year)**
Submit a change form if the employee’s position, FTE or budget is changing.
 - ii. **(Work is satisfactory but a position will not be available at this location for the coming year)**
Send a copy of the form to HR to inactivate the employee’s assignment at your location.
 - iii. **(Work is satisfactory but the employee has or will be resigning his/her position)**
The employee must complete an online resignation. Send a copy of the form to HR.
 - iv. **(Work is unsatisfactory and employment will not be continued)**
Send a copy of the form to HR to inactivate the employee’s assignment at your location.
2. Meet with the employee and review the evaluation.
3. Have the employee sign the review form, provide the employee with a copy and notify the employee of their employment status for the following year. Retain the original at the school/department.

An employee who no longer has a position at your school/department at the end of the school year and would like to seek other opportunities may submit an online application through Skyward Employee Access. Assistants who are rehired may be granted full credit on the salary schedule for previous Jordan District work experience if they are rehired within six months in accordance with DP307 *Staff Selection, Promotion and Salary Placement-Classified*. It is imperative that reference checks be completed by contacting the prior school to ensure the employee is eligible to be hired.

If you have any questions or if you need additional help, you may contact our office at 801-567-8224.

Thank you for your assistance.