

EVALUATION OF SUPPORT STAFF

The Board of Education believes that the evaluation of support staff is an essential component of supervision and decision-making regarding staff promotions and retention. The Board therefore directs the Superintendent of Schools to develop standards and procedures for the evaluation of all support staff.

Each support staff member will be formally evaluated at least once each year by his/her immediate supervisor or other designated person.

The purposes of support staff evaluations are:

1. to provide an objective basis for employee improvement;
2. to maintain performance standards commensurate with job requirements and responsibilities.

Copies of the evaluation will be signed by and distributed to the employee and his/her supervisor. The original copy will be forwarded to the personnel office and filed in the employee's folder.

If requested by the Civil Service Department, the district will keep and report performance ratings of civil service employees prior to making a permanent appointment. For those support staff members who are members of a collective bargaining unit, permanent appointments will be made as per their negotiated agreement.

Note: Prior policy, Policy Manual, 4320, revised