

EVALUATION OF SUPPORT STAFF

Regular evaluation of all support staff is intended to bring about improved services, to provide a continuing record of the service of each employee, and to provide evidence on which to base decisions on assignment and re-employment.

1. All employees will have at least one evaluation per year. It is recommended that first year employees be evaluated at least twice in the first year. If two evaluations are given, the first shall take place within two months of the first day of work for the employee. Additional evaluations could be made if deemed necessary.
2. The evaluation will be conducted by the employee's supervisor or Superintendent's designee.
3. The employee and evaluator will confer following each evaluation.
4. The employee will sign the evaluation form indicating that the procedure has been followed and that a conference has been conducted. Signature on the form does not necessarily indicate approval.
5. If the employee disagrees with any part of the conference, he/she may attach a response to the evaluation.
6. A copy of all evaluations will be forwarded to the Superintendent. A copy of the evaluation shall become part of the employee's personnel record. One copy will be given to the employee.

While the results of the evaluation shall be reviewed when determining employee assignment, re-employment and other employment matters, the establishment of an evaluation procedure and/or results of the evaluation or failure to follow this evaluation procedure shall not create an expectancy of continued employment.