

EVALUATION OF SUPPORT STAFF

1. All non-teaching staff members will be evaluated at least annually by their immediate supervisors.
2. Evaluations will be completed at the end of the first ninety (90) days of employment for probationary employees, and by March 15 of each year for all personnel. This may be the second evaluation of the year for first-year employees.
3. The supervisor will rate the employee on the basis of work performance and abilities. Evaluation forms will be completed in triplicate, with an additional narrative report, if necessary. The supervisor will also submit his/her recommendation regarding continued employment of the employee.
4. After completing the evaluation form, the supervisor will:
 - a. Conduct a conference with the employee.
 - b. Discuss with the employee:
 - (1) The reasons for the performance evaluation.
 - (2) The areas where work performance should be improved.
5. The supervisor and the employee will sign the evaluation form at the close of the conference.
6. One copy of the completed evaluation form will be included in the employee's personnel file; one copy will be given to the employee. The employee will have access to the evaluation reports in his personnel file.

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