

**BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL EVALUATION** 5:278

Section A

Realizing that employee performance may change over a period of time, and that the quality of service rendered by an employee needs periodic review, each educational support employee will receive a written annual performance evaluation. Said evaluations will be filed with the director of human resources.

Section B

Each probationary employee shall be evaluated at least once in writing by the immediate supervisor 60 work days prior to the end of the probationary period.

Section C

In the event an employee disagrees with the annual written performance evaluation, she/he may, within 10 working days of receiving the evaluation, put in writing the objections and any such objections will be attached to the evaluation at issue.

Section D

An employee shall be given a copy of any evaluation report prepared by his/her evaluator.

Approved: March 13, 1995  
Revised: September 25, 2000