

490 EVALUATION OF SUPPORT STAFF

The development of a strong, competent support services staff and the maintenance of high morale among this staff are major objectives of the Board. Finding the right employees to fill vacancies, determining assignments and work loads, establishing policies which encourage employees to put forth their best efforts, and providing a good atmosphere in which to work are among the Board's major duties, and a program of continuous evaluation is necessary in fulfilling these duties.

The evaluation of the support services staff will cover the major areas of each employee's responsibilities and will include the following:

1. the performance of job assignments;
2. attitude toward children;
3. attitude toward public education; and
4. attitude toward supervisors, teachers, and fellow employees.

Each employee will be informed of their responsibilities and given guidance in performing them satisfactorily by their immediate supervisor, and the employee's supervisor has the responsibility for seeing that each employee knows in advance the basis upon which he or she is to be evaluated.

Standards of Evaluation: All evaluation will be on district approved forms, with standards for evaluations enumerated in all areas to be evaluated. The immediate supervisor or designee will conduct the evaluation. An evaluation by the immediate supervisor of an employee's performance as being unsatisfactory will require justification and substantiation, together with suggestions for improvement.

Time and Number: During their first year, each employee will be evaluated at least once before the final evaluation at the close of the first year of service. Other employees will be evaluated not less than once every three years.

Utilization of Evaluation: Evaluations will be used to inform employees of supervisory appraisal of their performance and as an aid in improving performance. In order to accomplish these objectives, evaluation reports will be discussed with the employee being evaluated. Each employee will be given a copy of their evaluation and will sign the district's copy as evidence that he or she has seen it and that it has been discussed with him or her. Each employee will be permitted to write comments on their evaluation prior to its being filed in the employee's personnel file.

Appeal: An employee who believes that the evaluation is not an accurate reflection of their performance may appeal through established grievance procedures.

Adopted: 06/03
Revised: 11/18