

HAWORTH BOARD OF EDUCATION
Haworth, New Jersey

FILE CODE: 4216
☐ **Monitored**
☐ **Mandated**
☒ **Other Reasons**

Policy

EVALUATION

The Superintendent/Principal shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Before increments for support staff members are approved for succeeding years, supervisory personnel in the Haworth Public School shall submit to the Superintendent/Principal a report on the work and attitude of each employee under their jurisdiction.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated in advance of the evaluation.

Adopted: January 29, 2002
NJSBA Review/Update: September 2009
Readopted: May 2010

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-2 Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
N.J.S.A. 18A:17-3 Tenure of janitorial employees
N.J.S.A. 18A:38-33 Tenure of attendance officers in city districts

Possible

Cross References: *3510 Operation and maintenance of plant
*3541.33 Transportation safety
*4212.6 Personnel records
4217.51 Withholding increment
4217.52 Dismissal/suspension

*Indicates policy is included in the Critical Policy Reference Manual.