

Policy

EVALUATION

The Harrison Township Board of Education recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of ineffective performance.

The superintendent shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Employees shall be grouped into position classifications based upon similarities of duties, responsibilities, and qualifications. The evaluation process shall be similar for all employees in a single classification.

The evaluation process shall recognize and commend effective performance and identify performance deficiencies. A corrective action plan shall be developed for the remediation of performance deficiencies that are identified through the evaluation process. Discipline or dismissal may be recommended when an employee fails to improve his or her performance.

Evaluation procedures shall include defined performance objectives based on the specific duties and responsibilities of the position as detailed in the job description. Employees will be evaluated at least once a year by qualified supervisors. Any records created in the evaluation process will become part of the employee's personnel file and subject to board policy on personnel records (4112.6/4212.6).

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the superintendent 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: December 17, 2007
NJSBA Review/Update: June 2014
Readopted: October 27, 2014

Key Words

Evaluation, Personnel Evaluation

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
*4112.6/4212.6 Personnel records

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