# EVALUATION OF SUPPORT STAFF

The Board of Education believes that the evaluation of support staff is an essential component of supervision and decision-making regarding staff promotions and retention. The Board therefore directs the Superintendent of Schools to develop standards and procedures for the evaluation of all support staff.

All service personnel will undergo an annual evaluation in cooperation with his/her immediate supervisor.

The purposes of support staff evaluations are:

1. to provide an objective basis for employee improvement;
2. to maintain salaries commensurate with job requirements and responsibilities; and
3. to ensure that employees meet performance standards.

If requested by the Civil Service Department, the district will keep and report performance ratings of civil service employees prior to making a permanent appointment. For those support staff members who are members of a collective bargaining unit, permanent appointments will be made as per negotiated agreement(s).

Adoption date: December 1, 1995