

Adopted: 1998

Revised: 2003, 2006, 2009, 2012, 2015

468 EVALUATION OF SUPPORT STAFF

I. PURPOSE

The purpose of this policy is to establish procedures for the evaluations of all support staff.

II. GENERAL STATEMENT OF POLICY

Regular evaluations of all support staff is intended to serve the following purposes:

1. To bring about improved services
2. To provide a continuing record of the service of each employee.
3. To provide objective evidence on which to base decisions on the assignment and re-employment.

The District Office Personnel will establish and maintain a continuing program of performance evaluation for the support staff. The program will include provisions for preparation of written evaluations and a means of making the results of such evaluations known to the employees.

The services of support staff employees will be formally evaluated at least once every other year.

All probationary employees:

An evaluation will be conducted at the end of their probationary period to determine their continued employment with the district.

Special evaluations may be made as circumstances warrant.

Legal Reference:

Cross Reference: