EVALUATION OF SUPPORT STAFF

Purpose: To establish the basic structure for evaluation of support staff to ensure accountability.

The development of a strong, competent support staff and the maintenance of high morale among staff members are major objectives of the board. The board will establish policies which encourage support staff employees to put forth their best efforts and to provide a quality good atmosphere in which to work.

The board directs the superintendent or his/her designee to develop and implement a program of support staff evaluation. It will be the responsibility of each supervisor to inform the employee in advance of the criteria to be used in the evaluation.

All support staff employees of the District must be formally evaluated their first year and at least once every three years thereafter. Employees new to the District or new to their positions must have a formal written evaluation completed each of the first three years of employment.

The evaluation system for support staff is designed to measure the level of performance of individual employees and to encourage continued professional development. The evaluation system will not be a contract obligation of the district or a contract right of the employee. It is not intended to create, nor will it be construed to create, an expectation or assurance of continued employment. Neither the substance nor the content of the evaluation will be subject to the grievance process.

Adopted 11/28/72; Revised 5/14/85, 11/12/02