

## **EVALUATION OF SUPPORT STAFF**

The development of a strong, competent support staff, and the maintenance of high morale among this staff, are major objectives of the Board. Finding the right employees to fill vacancies, determining assignments and equitable workloads, establishing wage and salary policies which encourage employees to put forth their best efforts, evaluation of employee achievements, and providing a good atmosphere in which to work are some of the major duties of the Board. To fulfill these duties, the Board delegates to the superintendent or his/her designee the responsibility to develop evaluation procedures for all support personnel.

Support personnel will receive written evaluations annually by their supervisor. Additional evaluations may be made as often as once a month for employees needing assistance in improvement.

Probationary employees will be evaluated at the end of their probationary period, semi-annually for two years and at least annually thereafter.

Adopted: February 12, 2001