

## 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.

Each support staff member will be evaluated annually in accordance with the terms of the applicable collective bargaining agreement, or if the support staff member is not represented by an employee organization, by his/her immediate supervisor or other designated person.

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.

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Effective: July 1, 2002