

*Evaluation of Non-instructional Personnel*

A. General:

The work of every non-instructional employee shall be appraised by their immediate supervisor and, where applicable, by the administrator in charge of the area of performance. Standard appraisal forms are to be used for this purpose. Every employee is to be appraised at least once a year, and a copy of appraisal instrument forwarded to the Director of Personnel to become part of the permanent personnel file.

Each Employee reviewed is to receive a copy of each appraisal for filing.

Employees may request a conference with the building principal if the employee is dissatisfied with the conference as conducted by the First Level Supervisor Non-instructional Staff.

B. Annual Performance Appraisal

Each non-instructional employee shall have an annual conference with the individual completing the performance appraisal for the purpose of reviewing the appraisal.

Three copies of the appraisal form are to be completed and signed by the individual completing the appraisal. If a First Level Supervisor in a building other than the principal completes the appraisal, the principal will review the completed form and initial. One copy of the completed appraisal form is retained by the principal. One copy of the completed appraisal form is given to the employee. One copy of the completed appraisal form - Central Administration as follows:

Cafeteria personnel to the Food Services Manager

Custodial personnel to the Operations Manager

Maintenance personnel to the Supervisor of Maintenance and Operations

Transportation personnel to the Transportation Manager

Secretarial-Clerical to the Business Manager

Questions may be raised by Central Office Staff for the purposes of clarifying or additional information may be requested to assure an equitable and consistent appraisal of performance across the entire school district.

Principals may assign a portion of the appraisal to First Level Supervisors within the building provided the First Level Supervisor has worked with the employee and is familiar with what is expected of each employee. Example: Cafeteria Managers are First Level Supervisors and certainly should be familiar with the work of cafeteria employees and program.

Employees have the right to comment in writing on the appraisal form. This should take place at the time of the conference or no later than the day following the conference.

C. Ninety Day Review:

The First Level Supervisor shall prepare a performance appraisal form supplied by the Personnel Office for every new employee. The appraisal form is to be in the Personnel Office no later than five (5) days following that employee's completing ninety (90) calendar days of employment. Effective date of any wage increase as provided by contract shall be the approval date of the Board on recommendation by the Administration.

Three (3) copies of the appraisal form are to be completed and signed by the individual completing the appraisal. If a First Level Supervisor in a building other than the principal completes the appraisal, the principal will review the completed form and initial.

One (1) copy of the appraisal form is retained by the principal. One (1) copy of the completed appraisal form is given to the employee. One copy of the completed appraisal form - Central Administration as follows:

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