

Evaluation of Non-Instructional Personnel

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

Each non-instructional employee shall have an annual conference with the individual completing the performance evaluation for the purpose of reviewing the evaluation. Each employee reviewed is to receive a copy of each evaluation.

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.

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