

*Evaluation of Non-instructional District Employees*

A. General:

The work of every non-instructional employee shall be evaluated by the designated building administrator or immediate supervisor. Standard evaluation forms are to be used for this purpose. Every non-instructional District employee is to be evaluated at least once each school year, and a copy of evaluation is to be forwarded to the Director of Human Resources to become part of the permanent personnel file.

Each non-instructional District employee is to receive a copy of each evaluation.

Non-instructional District employees may request a conference with either the building administrator or supervisor if the employee is dissatisfied with the conference as conducted by the initial evaluator.

B. Annual Performance Evaluation

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

A copy of the signed evaluation should be given to the designated building administrator, supervisor, and non-instructional District employee.

District Office Administrators may request clarifying or additional information to assure an equitable and consistent evaluation of performance across the entire District.

Non-instructional District employees have the right to respond in writing on the evaluation 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 designated building administrator or supervisor shall review the performance of every new non-instructional District employee. The designated building administrator or supervisor shall inform the Human Resources Office in writing of the employee's review 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.

The designated building administrator, supervisor, and non-instructional District employee shall be informed of the review.

District Office Administrators may request clarifying or additional information to assure an equitable and consistent evaluation of performance across the entire District.

Non-instructional District employees have the right to respond in writing regarding the review. This should take place at the time of the review performance being shared with the employee or no later than the following day.