

## **Evaluation of Support Staff**

### **Designation of evaluators**

Any classified employees' performance evaluations will be completed by the immediate supervisor and employee. Input may be secured from other administrators/ supervisors or staff as needed to complete the evaluation.

### **Schedule of evaluations**

#### Probationary Employees

The purpose of the four-month probationary period is to permit the training and observation of the newly-hired employee in the new job setting and to determine the employee's suitability for the particular job and his/her fitness for permanent employment.

The performance of each employee shall be reviewed, either verbally or in writing, at least twice during the probationary period. Review notes may be part of the final written evaluation. A copy of the mid-year review shall be signed by the employee and supervisor and given to the employee. The supervisor shall discuss the standards of performance and behavior required of the new employee in the position to which he/she is appointed.

Evaluations of the classified probationary employee shall be reviewed by the superintendent and placed in the employee's permanent file.

#### Regular Employees

The performance of each regular classified employee shall be reviewed at least twice per year with the final evaluation no later than one week before the last day of the employee's work year. The evaluation shall be discussed by the supervisor with the employee and a signed copy of the evaluation given to the employee at that time.

Evaluations of regular classified employees shall be reviewed by the supervisor of the evaluatee's evaluator and placed in the employee's permanent file.

Employees shall be given adequate time to remediate any areas of performance receiving below average or unsatisfactory ratings. The evaluator and employee shall cooperatively determine the amount of time required and the employee shall have the right to appeal any disagreement regarding timeline for remediation with the next-level supervisor. The provisions of board policy concerning discipline, suspension and dismissal of support staff (GDQD) shall apply also.

#### Substitute Employees

All substitute employees who are employed for 10 consecutive working days on any one assignment shall be evaluated by the supervisor, using the procedure described above.

## **Evaluation Instrument**

Evaluation instruments will be approved by the Board as exhibits to this policy.

### **At will status of support staff**

Support staff employees shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall diminish the district’s ability to employ support staff members only for such time as the district is in need of or desirous of the services of such employees. The district reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

Approved: 11/10/94

Revised: 08/21/03, 02/12/15