

4220 EMPLOYEE EVALUATION

The Superintendent shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the Superintendent a recommendation for renewal.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated in advance of the evaluation. All evaluation procedures and documents are to be developed and approved by the Superintendent annually.

All custodial employees are hired on a three month provisional basis. At the conclusion of the provisional period, the Supervisor of Buildings and Grounds will provide a written recommendation to the Superintendent regarding regular appointment.

Adopted: 28 November 2012

Revised: 30 August 2017

