

SUPPORT PERSONNEL: EVALUATION

5014

The Board considers evaluation to be one of the responsibilities of the supervisory personnel. Evaluation procedures are under the direction of the District Administrator or the Administrator's designee. He or she directs the process and assesses the data submitted by the appropriate supervisory personnel. Evaluations for non-certified staff will be conducted prior to the May Board meeting.

All new employees will be evaluated prior to the end of the probationary period by the immediate supervisor. Other employees will be evaluated regularly as appropriate or at the request of the employee. The written evaluation form shall be shown to the employee, and a copy thereof shall be given to him/her for the record. The employee shall sign the file copy acknowledging that it was shown and that the employee read its contents and was given a copy thereof. Any employee judged to have serious deficiencies shall be notified of them by the evaluating supervisor. ~~The evaluating supervisor shall attempt to provide such reasonable assistance as the employee may request with respect to the correction of any deficiencies.~~

Adopted: 9-21-83

Revised: 3-17-04