

## **Evaluation of Support Staff**

While adherence to the following elements is not required for purposes of making personnel decisions, the following shall be followed to the extent feasible.

### **Designation of evaluators**

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

### **Schedule of evaluations**

Each employee will have an annual evaluation completed by their supervisor. Additional evaluations may be given at the supervisors discretion.

### **Evaluation conference**

The supervisor will schedule a conference with the employee to review the evaluation report. The conference will focus on a review of the employee's performance, any relevant documentation, and recommendations.

At the conclusion of the conference, the supervisor and the employee will sign the evaluation report. The employee's signature on the form indicates only that the evaluation report has been reviewed and explained. Signing the form does not indicate that the employee agrees with the content of the evaluation.

The original of the signed report will be directed to the building administrator for review and inclusion in the employee's personnel file. The supervisor will provide a copy to the employee.

The employee may respond to the report in writing within seven working days of the conference. Two copies of the written report are required; one copy is provided to the supervisor and the other copy to the building administrator.

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

Support staff employees, unless otherwise designated by contract, 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: May 18, 2011