

EVALUATION

The chief school administrator 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 chief school administrator a report on the work and attitude of each employee under their jurisdiction.

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.

Date Reviewed: March 13, 2013

Date Adopted: May 8, 2013

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Evaluation, Personnel Evaluation

Legal References

EVALUATION

QSAC Monitored:

Section 5: Personnel

Other Reasons:

It is advisable to have a policy statement of board intentions to evaluate performance of support staff members annually.

Recommendation:

A policy including direction to the administration to develop appropriate procedures. This is critical because most full-time support staff accrue tenure. Disciplinary proceedings not based on proper evaluation may cause litigation.

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
	<u>N.J.S.A.</u> 18A:17-3	Tenure of janitorial employees
	<u>N.J.S.A.</u> 18A:38-33	Tenure of attendance officers in city districts

Possible

<u>Cross References:</u>	*3510	Operation and maintenance of plant
	*3541.33	Transportation safety
	*4212.6	Personnel records
	4217.51	Withholding increment
	4217.52	Dismissal/suspension

*Indicates policy is included in the Critical Policy Reference Manual.