

## **BOARD AGENDA ITEM**

**September 10, 2013**

### **SUBJECT:**

Amendments to Policy GDO *Evaluation of Support Staff* – First Reading

### **BACKGROUND:**

The present language in Policy GDO requires annual evaluations of support staff by March 31<sup>st</sup> of each year. There is a heavy burden on administrators and supervisors who must evaluate certified employees to have those evaluations prepared and in to the Human Resources Department by mid-March based on statutory deadlines. There is no a statutory requirement regarding the evaluation time for non-certified employees and consequently the present language in the policy places an additional substantial burden on the Human Resources Department that is unnecessary.

### **ADMINISTRATIVE CONSIDERATION:**

The suggestion is to move the March 31<sup>st</sup> deadline to May 1<sup>st</sup>. This gives an additional month and provides a much more reasonable window in which to perform the evaluations for non-certified staff and get those to Human Resources in time for contract determinations to be made and contracts to be issued. The present deadline, which is arbitrary since it is not driven by statute or regulation, simply presents too narrow a space of time (following the certified employee contract process) for evaluations to be completed. This amendment will significantly assist the personnel in Human Resources and provide a more adequate time for District-level administration to make decisions regarding personnel considerations.

### **RECOMMENDATION:**

Approve on first reading the recommended amendment to Policy GDO.

### **ATTACHMENT:**

Policy GDO with proposed amendments

### **PREPARED BY:**

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## EVALUATION OF SUPPORT STAFF

Code **GDO** Issued **11/01**

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Purpose: To establish the basic structure for evaluation of support staff to ensure accountability.

The development of a strong, competent support staff and the maintenance of high morale among staff members are major objectives of the board. The major duties of the board regarding support staff are to establish wage and salary policies that encourage employees to put forth their best efforts and to provide a good atmosphere in which to work. A program of continuous evaluation is necessary for the board to fulfill its duties.

The board directs the superintendent to develop and implement a program of support staff evaluation. It will be the responsibility of each supervisor to inform the employee in advance of the criteria to be used in the evaluation.

New employees will be evaluated at the end of the initial 90-day probationary period. Continuing employees will be evaluated annually, no later than ~~March 31~~ May 1. A special evaluation may be made at any time if deemed necessary by the supervisor or the employee. Any employee who is placed on probation will be evaluated at least once within a prescribed time period until the probationary conditions have been corrected.

The evaluation system for support staff is designed to measure the level of performance of individual employees, to encourage continued professional development and to provide information for employment decisions. The evaluation system will not be a contract obligation of the district or a contract right of the employee. It is not intended to create, nor will it be construed to create, an expectation or assurance of continued employment. Neither the substance nor the content of the evaluation will be subject to the grievance process.

Adopted 1/10/89; Revised 11/27/01