

**BOARD AGENDA ITEM**  
**August 28, 2018**

**SUBJECT:**

Changes to Policy GDO Evaluation of Support Staff

**BACKGROUND:**

This policy establishes the basic structure for evaluation of support staff to ensure accountability.

**ADMINISTRATIVE CONSIDERATION:**

The proposed policy changes the deadline for completing support staff evaluations from May 1 to March 31 of each year. This deadline will allow reemployment decisions to be made for support staff at the same time those decisions are made for certified staff.

**RECOMMENDATION:**

Adopt the proposed policy on final reading

**ATTACHMENT:**

Policy GDO Evaluation of Support Staff

**PREPARED BY:**

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## EVALUATION OF SUPPORT STAFF

Code **GDO** Issued **8/18**

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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, but no later than March 31. 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, 9/24/13