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## **EVALUATION OF SUPPORT STAFF**

The Board expects all district employees to make a constant effort toward improvement in their work. To encourage this a system for fair and effective supervision and evaluation shall be maintained.

Each non-instructional employee shall be supervised continually and evaluated annually by their supervisor. Evaluations shall be made in writing, on official forms, and shall be submitted to the Superintendent. Each employee shall be informed of the results of the evaluation in a conference with his/her supervisor.

Adopted: October 11, 1994

Reviewed: January 22, 2002, May 4, 2009, May 6, 2025