

### **EVALUATION OF SUPPORT STAFF**

The Committee expects all 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 his supervisor. Evaluations shall be made in writing, on official forms, and shall be submitted to the appropriate department head. Each employee shall be informed of the results of the evaluation in an annual conference with his/her supervisor. The deadline for filing of evaluations shall be April 1 of each year.

No later than the regular April Board meeting, the Superintendent shall present his/her recommendations for continued employment and salaries.

Probationary employees shall be evaluated at the end of the probationary period prior to their being recommended for permanent placement in the position.

Adoption Date: January 23, 1989

Effective Date: January 23, 1989

SANFORD SCHOOL DEPARTMENT