

SUBJECT: APPOINTMENT AND EVALUATION OF SUPPORT STAFF**Appointment - Support Staff**

The probationary period for all new civil service employees shall be for the maximum period established by the local Civil Service Commission.

The time, place, conditions of employment, and transfer of support staff shall be vested in the Superintendent of Schools who shall conduct such actions in compliance with all applicable contract provisions. The duties for each Civil Service employee shall be clearly defined.

Probationary and Annual Employee Evaluation

The Board of Education believes the evaluation of support staff as classified under Civil Service Law is an essential component of supervision and decision-making regarding staff development, promotions and retentions. The Board of Education, therefore, directs the Superintendent of Schools to develop standards of procedures for the evaluation of all support staff.

The evaluation process provides a means for discussing, planning and reviewing the performance of each employee. Performance evaluations:

- a) Help employees clearly define and understand their responsibilities;
- b) Provide criteria by which their performance will be evaluated;
- c) Suggest ways in which they can improve performance;
- d) Identify employees with potential for advancement within the School District; and
- e) Help managers distribute and achieve departmental goals.

Employee evaluations may influence transfers and continued employment; therefore it is critical that supervisors be objective in conducting performance evaluations and assigning performance ratings.

Civil Service Law Section 63

Adoption Date 9/28/10