

## **SUPPORT STAFF EVALUATION**

The Board considers evaluation to be one of the responsibilities of the supervisory personnel. Evaluation procedures are under the direction of the District Administrator's designee; he or she directs the process and assesses the data submitted by the appropriate supervisor personnel.

All new employees will be evaluated prior to the end of the probationary period by the immediate supervisor. Other employees will be evaluated regularly as appropriate, or at the request of the employee. The written evaluation form shall be shown to the employee, and a copy thereof shall be given to him/her for the record. The employee shall sign the file copy acknowledging that it was shown, and that the employee read its contents and was given a copy thereof. Any employee judged to have serious deficiencies shall be notified of them by the evaluating supervisor. The evaluating supervisor shall attempt to provide such reasonable assistance as the employee may request with respect to the correction of any deficiencies.

Adopted: June 20, 1983

Revised: November 16, 1998