

## **Employee Policy #313.3 Support Staff Evaluations**

### **Purpose:**

Support staff must be evaluated to determine the quality of effort they are putting into their positions.

### **Guidelines:**

- Each support staff member in the Charter School receives a written evaluation at least once each year, completed by the immediate supervisor.
- A staff member/supervisor conference is held to discuss the evaluation, sign the official forms, and discuss areas of commendation and recommended improvement.
- Support staff employees sign their evaluation to acknowledge that they have reviewed the evaluation and may submit additional comments to be attached to their evaluation if they wish.

### **Delegation of Responsibility:**

The CEO is responsible for overseeing the evaluation of support staff.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.