

EVALUATION OF SUPPORT STAFF - AR

I. Evaluation

- A. All non-certificated employees shall be evaluated a minimum of once per school year. Regular yearly evaluations should be completed before June 15 each school year.
- B. The non-certificated employees shall be evaluated by the supervisory personnel to whom they report. A copy of the completed evaluation shall go to the employee, the responsible supervisor, and the personnel office.
- C. All evaluations must be signed by the supervisor, and the employee involved.

II. General Information

- A. All non-certificated personnel are on probationary status for a minimum of six (6) months before being considered for regular status. Non-certificated personnel do not acquire tenure.
- B. If an employee is not satisfactory by the end of the probationary period, the following can take effect.
 - a. Termination
 - b. Continue probation and evaluate again within six (6) months.
- C. In addition, a non-certificated employee who has been on probation, receives a favorable evaluation, goes on permanent status is also subject to yearly evaluations or supplemental evaluations if work standards are not maintained.
- D. An employee who allows his/her work standards to become unsatisfactory in any area can be placed on probation at any time, be evaluated again and be subject to the same procedures in effect for a new probationary employee.
- E. It is important to establish justification for a poor evaluation and demonstrate that administrative and supervisory assistance was available to help the employee improve and attain a favorable evaluation.

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