

Policy

EVALUATION

The superintendent shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the superintendent a report on the work and attitude of each employee under their jurisdiction.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated in advance of the evaluation. All newly employed staff, in the classifications listed below shall be employed for a probationary period of 60 calendar days, or less, at the discretion of the board:

- A. Secretaries;
- B. Clerks;
- C. Aides;
- D. Maintenance and grounds personnel;
- E. Custodians;
- F. Cafeteria personnel;
- G. Bus drivers;
- H. Such other classifications as the board may establish.

At the end of the probationary period, the employee shall be evaluated.

During the probationary period such employees shall be considered "temporary".

The "date of hire" of any employee shall be the first day the employee reports to work for the probationary period.

Adopted: October 28, 2003
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Readopted:

Key Words

Evaluation, Personnel Evaluation

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-2 Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
N.J.S.A. 18A:17-3 Tenure of janitorial employees
N.J.S.A. 18A:38-33 Tenure of attendance officers in city districts

EVALUATION (continued)

Possible

<u>Cross References:</u>	*3510	Operation and maintenance of plant
	*3541.33	Transportation safety
	*4112.6/4212.6	Personnel records
	4117.51/4217.51	Withholding increment
	4117.52/4217.52	Dismissal/suspension

*Indicates policy is included in the Critical Policy Reference Manual.