
EVALUATION

The Board recognizes the importance of employee evaluations in the reinforcement of positive performance and remediation of weak performance by its employees.

The Superintendent or his/her designee will maintain factual personnel records on all support employees and will direct evaluation procedures that are in accordance with any applicable provisions contained within a collective bargaining agreement(s).

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the District will submit to the Superintendent or his/her designee a report on the work, performance and attitude of each employee under their respective supervision.

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.

Any records created in the evaluation process will become part of the employee personnel file, and will be maintained in accordance with the Board's policies and regulations on personnel records and the provisions of any applicable collective bargaining agreement(s).

Date: April 29, 1997

Date Revised: February 28, 2011

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

Possible Cross References:

3510	Operation and maintenance of plant
3541.33	Transportation safety
4212.6	Personnel records
4217.51	Withholding increment
4217.52	Dismissal/suspension