EVALUATION

The chief school administrator 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 chief school administrator 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.

Adopted:	October 15, 2008
NJSBA Review/Update:	January 2019
Readopted:	December 11, 2019

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

Possible Cross References:	*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.