

EVALUATION OF SUPPORT STAFF

The following guidelines shall be used in the evaluation of support staff:

- A. All probationary employees shall be evaluated using an instrument based on their job assignment/job description. At least two evaluations shall be completed during the probationary year, although more may be done at the supervisor's discretion.
- B. All employees beyond their probationary year shall be evaluated at least once per year using an instrument based on their job assignment/job description.

ADOPTED: February 11, 1998

(NOTE: This policy replaces policy AFD.)