

## EVALUATION OF SUPPORT STAFF

The MSAD #68 School Board believes that it must be accountable to the public for the performance of its employees. Thus, an annual systematic evaluation leading toward improved performance of each employee shall be conducted.

The immediate supervisor will conduct this annual evaluation. The evaluator will meet with the employee to discuss the results of the performance appraisal. A copy of the evaluation report shall be signed by and given to the person being evaluated, with a copy placed in the employee's personnel file.

The employee may wish to include comments regarding the evaluation report and may do so by having them attached to the signed original document. The immediate building or department supervisor is responsible to recommend continued employment (with or without growth plans) or termination of the employee to the Superintendent. The Superintendent will then make the final decision and inform the employee in writing.

Special evaluations may be made as circumstances warrant.

First Reading: June 2, 1999

Second Reading and Adoption: August 4, 1999

Admin Review: 2-24-04  
Policy Committee Review: 2-10-04  
First Reading: 3-3-04  
Second Reading: 4-7-04  
Implementation: 4-7-04