

Emery County School District



Policy: GDO—Support Staff Evaluation

Date Adopted: 3 August 1988
Current Review / Revision: 6 April 2016

The development of a strong, competent core of support staff employees, and the maintenance of high morale among this staff, are major objectives of the Board. Finding the best employees to fill vacancies, determination of assignments and equitable work loads, establishment of wage and salary policies which encourage employees to put forth their best efforts, evaluation of employee achievements and the provision of a good atmosphere in which to work, are some of the major goals of the Board. A program of continuous evaluation is necessary in fulfilling these goals.

The Superintendent shall develop and maintain a program of evaluation for District support staff employees.

The employee's supervisor has the responsibility of informing each employee in advance of the criteria to be used in evaluation.

Full-Time Support Staff Employees

Full-time support staff employees, who are in their first three years of employment, shall be evaluated a minimum of twice annually. Full-time support staff employees shall be evaluated at least annually, thereafter.

Part-Time and At-Will Support Staff Employees

Part-time and At-will Support Staff employees will be evaluated at least once during their first year of employment and every three years thereafter. At-will and part-time support staff employees may be evaluated more frequently at the discretion of their immediate supervisor.

Temporary Support Staff Employees

Temporary support staff employees shall be evaluated at the discretion of their immediate supervisor. Temporary Employees whose work assignment extends beyond 30 days shall be evaluated at least once during the temporary assignment.

Pay increases and advancement on the support staff salary schedule shall be based on satisfactory summative rating on the performance evaluation.