

REGULATION

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 4215/4216

NONCERTIFIED EMPLOYEES EVALUATION PROCEDURE

All custodial, maintenance, clerical, secretarial personnel and/or other noncertified personnel shall be evaluated by their immediate supervisor annually. The supervisor shall compile the results of the annual evaluation in a written report that shall be distributed to the employee, and the chief school administrator.

The evaluation shall be completed no later than 30 days prior to the end of the school year.

A copy of the evaluation shall be filed with the immediate supervisor, shall be placed in the employee's personnel file, and shall be given to the employee.

A performance conference shall be held with the employee to review the evaluation report before it is filed.

Employees may make comment on the report or submit comments to be attached within five working days after the conference.

Date adopted: 8/29/11