

Evaluation of Support Staff

The Charter Board delegates to the administrator or designee the responsibility for developing evaluation procedures for all classified/support personnel. Such plans ensure that classified/support employees are evaluated at least twice during the probationary period and at least once annually.

Probationary employees

The purpose of the six-month probationary period is to permit the training and observation of the newly-hired employee in the job setting and to determine the employee's suitability for permanent employment.

The employee shall be evaluated at least twice during the probationary period. A copy of the evaluation shall be signed by the employee and supervisor and given to the employee upon completion of a post-evaluation conference. A copy of the evaluation will be sent to the personnel office and placed in the employee's permanent file.

Permanent employees

Each classified/support employee shall be evaluated at least once each year (no later than May 1) by the immediate supervisor. A copy of the evaluation shall be signed by the supervisor and given to the employee upon completion of a post-evaluation conference. A copy of the evaluation will be sent to the personnel office and placed in the employee's personnel file.

Substitute employees

All substitute employees who are employed for 10 consecutive working days on any one assignment shall be evaluated by the administrator, using the procedure described above.

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Lake George Charter School