

## **Educational Support Personnel**

### **5:320 Evaluation**

**Please refer to the applicable collective bargaining agreement(s).**

**For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the above cited employee handbooks (which are subject to change):**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

CROSS REF.:5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

Adopted: 07/19/2018

**Arlington Heights SD 25**

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