

SUBJECT: **EVALUATION OF SUPPORT STAFF**

Supersedes: GDN (Also AFD)
Effective: March 12, 2009
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Approved by: Detroit Board of Education

1.0 Policy

Personnel in support staff positions (that is, positions not requiring certificates issued by the state board of education) are evaluated in accordance with specifics set forth in collective bargaining agreements.

1. General
 - a. Appraisal of employees is an important function of administrators. The quality of performance of an individual service in any position or area is vital to the achievement of systemwide objectives.
 - b. Based on district or school goals and/or on assigned responsibilities and duties, an appraisal or rating form is a means of identifying the quality of performance of the individual, the strengths exhibited which should be encouraged, and any weaknesses which require analysis or assistance to improve the performance level. It should be a guide for self-appraisal and improvement, as well as a means of determining those common areas which might benefit from inservice training projects sponsored by the school system.
 - c. Various types of rating forms are in use, or will be devised, to measure employee efficiency and adherence to school system standards. General personnel policies and contractual agreements provide for the specific types of ratings, and the frequency of the evaluation process.
 - d. All ratings must be kept confidential, and discussed with the individual before being forwarded to the central personnel file. A copy must be given to the individual employee. An opportunity to file comments regarding the rating is provided, and such comments will be included in the central personnel file with the rating. All ratings must be officially approved by the administrator in charge of the employee's division.

2. Procedures – General Responsibilities

- a. Department of Human Resources – coordinates evaluation of personnel on a systemwide basis; each year submits to all employees the evaluation time-table and specific forms and instructions to be followed for the school year.
- b. Human Resource (1) receives forms and distributes to administrators; (2) if desirable, discusses the evaluation program at orientation sessions for administrators and supervisors; (3) forwards a completed copy of the evaluation to Department of Human Resources; (4) monitors the evaluation process to ensure compliance with Board of Education policies and contracts.
- c. Inventory control – processes stock requisitions for delivery of evaluation materials as requested.
- d. School principal, department head, or supervisor responsible for evaluation – evaluates subordinates as directed and forwards completed evaluations to Human Resources.

3. Unsatisfactory Ratings

- a. Before an employee is rated unsatisfactory, the administrator in charge should exhaust every resource to help that individual perform satisfactorily. The services of supervisory departments, and if appropriate, the services of the employee consultant should be enlisted at the first indication of difficulty. The General Superintendent or a designated representative should be consulted for suggestions, and advised as soon as possible of an anticipated unsatisfactory rating.
- b. If the competence of an employee is under question, subject to contract agreements and policies of the Board, the General Superintendent may authorize disciplinary action against an employee or an employee within the district. This may include unsatisfactory ratings, recommendations for transfer, or recommendations for dismissal.

Attachments to Policy 7.50: None

See also: None

Legal References: None

Labor Contract References: None