

Document Status: Draft Update

Educational Support Personnel

5:320 Evaluation

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

For employees not covered by a current applicable bargaining agreement:

Please refer to the following current agreement:

Agreement Between the Board of Education of Oak Park and River Forest High School District #200, Cook County, Illinois and the Service Employees International Union, Local 73, AFL/CIO, Building and Grounds Custodial and Maintenance Contract.

Food Service employees should refer to the "Food Service Department Employee Handbook".

For employees not covered by this agreement:

The Superintendent or Assistant Superintendent for Human Resources 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 of Education 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: April 25, 2013
