

## **Educational Support Personnel**

### **Evaluation**

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 of Education policies as well as in compliance with State law.

#### **Please refer to the following current agreements:**

**Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – “Office Staff”.**

**Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – “Support Staff”.**

**Contract between The Service Employees International Union, Local 73 and The Board of Education, District No. 131.**

#### **For employees not covered by these agreements:**

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.

All evaluations shall comply with State and federal law.

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

ADOPTED: October 20, 2014