

SUPERVISION AND EVALUATION OF HOURLY EMPLOYEES

It is the intent of the RSU 13 School Board to ensure sufficient administrative supervision (observation and assistance) and evaluation (measurement and assessment) of all hourly employees. The evaluation process shall address aspects of performance that are common to all hourly employees as well as aspects specific to job descriptions.

The Superintendent shall be responsible for development, implementation and periodic review of the process for supervision and evaluation, including standards and forms for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews.

- A. Evaluations shall be conducted by an RSU 13 administrator;
- B. The employee being evaluated shall have the right to attach a memorandum to the written evaluation; and
- C. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's Office.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation program.

Continued, documented lack of improvement on goals identified in previous evaluations may lead to reassignment or dismissal.

Approved: April 7, 2011