



SECTION V: EMPLOYEES

POLICY 5150

EVALUATION OF SUPPORT EMPLOYEES

Evaluation of all support personnel employed by Broken Arrow Public Schools has been authorized by the Broken Arrow Board of Education. The evaluation process will be conducted by appropriate administrators and supervisors in accordance with provisions of this policy.

The evaluation process is designed to make the employee aware of strengths and weaknesses and to provide the employee's supervisor with an overall assessment of the employee's job performance, and to prescribe steps for improvement if necessary.

Support personnel (full and part time) shall be evaluated annually. The annual evaluation shall be completed no later than the 1st of May. The evaluation shall be conducted by the division director, or designated supervisor, in accordance with procedures outlined by personnel regulations.

When an employee transfers position, receives a promotion, or returns following a suspension, or for other circumstances, the supervisor may conduct an additional special evaluation of the employee's performance.

The evaluation form shall be signed by both the employee and the evaluator. The signature of the employee does not necessarily indicate agreement; it does indicate the evaluation report has been reviewed.

A copy of the evaluation report will be filed in the Human Resources office, a copy will be retained in the department file, and a copy given to the employee.

Source: *Broken Arrow Board of Education policy adoption, August 3, 1981.*
Broken Arrow Board of Education policy revised, October 3, 1994.
Broken Arrow Board of Education policy revised, July 13, 2009.
Broken Arrow Board of Education policy revised, December 2017.