

## EVALUATION OF SUPPORT STAFF

**LWCS BP# 1**

**TITLE:** Performance Evaluation of Support Staff

**POLICY:**

- (1) Support Staff Evaluation Procedure.
  - (a) Each staff member shall be evaluated annually by the administrative supervisor. Nothing precludes the administrative supervisor from evaluating on more than one (1) occasion annually.
  - (b) All evaluations shall be in written form.
  - (c) Each supervisor responsible for evaluating support staff shall ensure that performance responsibilities on which the staff member will be evaluated are noted on the appropriate job description.
  - (d) The staff member shall sign and date the written evaluation indicating having read the written evaluation and having been given the opportunity to make comment on the evaluation. The staff member may attach any additional comments or other data deemed appropriate to the evaluation form, and such attachment shall be made a part of the permanent evaluation file. The staff member shall be given a copy of the completed evaluation. A staff member shall not be requested or required to sign a blank or incomplete evaluation form.
- (2) Frequency. The completed annual evaluation form shall be submitted to Human Resources office for review by the Superintendent and for recording in the permanent records on or before April 15.

**SPECIFIC AUTHORITY:**

Sections 1012.27; 1012.23, 1002.33(16)(7) and 1012.34  
Florida Statutes

ADOPTED: 3/30/21