

**EVALUATION OF NON-CERTIFICATED STAFF**  
**BUILDING SERVICES PERSONNEL**

**PURPOSE**

1. To give an opportunity for administration and building services employees to discuss objectively the contributions of an employee to our school district.
2. To give an opportunity for administration to plan for better-on-the job training.
3. To set up a way by which administrators can make recommendations concerning employment of building services personnel.

**GUIDELINES**

1. The term "evaluation" means a written document prepared by a member of the administrative staff.
2. The evaluation will be in narrative form addressing the following areas: work traits, work performance, school and community relations, attendance and punctuality, and professional improvement.
3. Each building service employee shall receive an evaluation two (2) times a year, by December 15 and June 15.
3. Each evaluation may be followed at the request of either party within a responsible period of time, but in no instance less than 24 hours or more than 15 days, by a conference between the administrator/supervisory staff and the building service employee. The building service employee shall have the right to submit his/her written disclaimer within ten (10) days following a conference. Such disclaimer shall be a part of each party's copy of the evaluation.
5. The evaluation form shall be changed only by mutual agreement of the Holmdel Township Board of Education and the Holmdel Township Education Association.

**Reference:** Article 38 of the Agreement Between the Holmdel Township Board of Education and the Holmdel Township Education Association

**Source:** Regular Board Meeting

**Date:** November 15, 1995



**NJSBA POLICY SERVICES**

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