

# POLICY

NORTHVALE  
BOARD OF EDUCATION  
SUPPORT STAFF MEMBERS  
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Employee Evaluation

## 4220 EMPLOYEE EVALUATION

The Superintendent shall maintain factual personnel records on all non-professional employees.

Before salaries for non-professional staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the Board a report on the work and attitude of each employee under jurisdiction.

Evaluation shall cover the major areas of the employee's responsibilities and shall include the following:

1. Specific work assignment;
2. Attitude toward children;
3. Attitude toward public education;
4. Attitude toward supervisors, teachers, and fellow employees;
5. Work habits.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated in advance of the evaluation.

Increments on the salary scale shall be granted upon the approval of the Board.

### Custodial and Maintenance Work

In order to assure the best possible cleaning program for the schools, the Superintendent, Principal, and the head custodian shall submit periodic reports on the quality of the custodial work.

Adopted: 28 September 1998

Revised and Approved: August 25, 2009

