

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## POLICY SERIES 400 - STAFF PERSONNEL

<b>403</b>	<b>SUPPORT STAFF EMPLOYMENT</b>
<b>403.1</b>	<b>Support Staff Evaluation</b>

The Board of Education, School District No. 48 (Sea to Sky), recognizes its responsibility for the welfare and development of the school district's support staff workforce. To assist in meeting these responsibilities, a formal written performance evaluation shall be carried out for each new employee during the probationary period and periodically thereafter.

Performance reviews are used in a variety of ways:

- as formal documentation of on-going communication between a staff member and the supervisor;
- to provide an opportunity for mutual goal setting;
- as a career development tool and to identify training needs; and
- to ensure that the personnel file contains pertinent performance information which can be used in providing references.