

# **POLICY**

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**FRANKLIN TOWNSHIP  
BOARD OF EDUCATION**

**File Code: 4216**

## EVALUATION

The chief school administrator shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel (in the school) shall submit to the chief school administrator a report on the work and attitude of each employee under their jurisdiction.

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.

Date adopted: 11/20/00

Date reviewed: 3/23/09