

PERSONNEL

File: GDN-R

EVALUATION OF SUPPORT STAFF

1. All support staff shall be evaluated according to the established evaluation procedures including the timelines and forms to be completed.
2. The process will be completed as a cooperative and continuing process between the employee and his/her supervisor.
3. Any support employee who demonstrates deficiencies in performance may be placed on an improvement plan. The purpose of the plan is to identify areas of improvement with strategies for improvement. If a plan is created, a timeline shall be developed for the review of the plan.
4. The evaluation shall be used as a part of the decision-making process for continued employment.
5. A copy of the [procedures for evaluation of Support Staff](#) is included in the Human Resources Administrator Handbook.

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Legal References: Code of Virginia, 1950, as amended 22.1-70, 22.1-78, 22.1-253.13:7 B7, 22.1-276.2