

HOLMDEL TOWNSHIP BOARD OF EDUCATION  
Holmdel, New Jersey 07733

File Code: 4216

REGULATION

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

It is the responsibility of the Superintendent of Schools with the advice of his/her secretarial and clerical staff to develop and periodically evaluate an appropriate instrument for the observation and evaluation of employees.

Employees under this Agreement shall be given a written evaluation of their work performance by the Building Administrator prior to January 1. If an employee is not to be advanced on the salary schedule or if, in the case of a non-tenured employee, his/her contract for the following year is not to be renewed, he/she shall be given an additional written evaluation prior to May 1 explaining why such action is to be taken.

**Reference:** Article 19 of the Agreement Between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**Source:** Regular Board Meeting

**Date:** June 28, 1995



**NJSBA POLICY SERVICES**

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