
**PROBATIONARY PERIOD EVALUATIONS FOR PARAS,
SECRETARIES, LIBRARY MEDIA AIDES AND CUSTODIANS
PROCEDURE (PER-W018)**

Milford Public School District

SCOPE:

- 1.1 This work instruction describes the process in which the Personnel Department facilitates the submission of probationary period evaluations for all paraprofessional, secretaries, library media aides and custodians in the Milford Public School District.

The on-line version of the work instruction is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

Approval Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

Signature

Date

4.0 DEFINITIONS:

- 4.1 MPS – Milford Public Schools

5.0 PROCEDURE:

- 5.1 The following categories of bargaining unit personnel are required by contract to have an evaluation submitted by their principal, or supervisor one week prior to the end of their probationary period (listed below).
 - 5.1.1 Paraprofessionals – 60 working days
 - 5.1.2 Secretaries – 90 calendar days
 - 5.1.3 Library Media Aides – 60 working days
 - 5.1.4 Custodians – 90 calendar days
- 5.2 Upon hire, the employee's probationary period deadline is calculated from their date of hire.
- 5.3 A memo is sent from the Director of Human Resources to the employee's principal or supervisor which states the following:
 - 5.3.1 "The probationary period for **Name – Position** ends on **Date**. Please complete an evaluation form **one week prior to this date** and forward it to me. If you have any concerns about this employee, it is imperative that you include them in your evaluation. Thank you for your cooperation."
 - 5.3.2 The appropriate evaluation form is enclosed with the memo.
- 5.4 To assure timely receipt of the probationary evaluation from the principal or supervisor, the probationary period employee's name and their deadline date is marked on a calendar two weeks prior to their deadline date (or a tickler file can be set up).

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- 5.5 A reminder call is made to principal or supervisor one week before evaluation is due.
- 5.6 Upon receipt of the evaluation, the Director of Human Resources reviews and initials it and it is placed in the employee's personnel file.
- 5.7 Custodian Evaluations are returned to the Office of the Director of Plant Maintenance for filing; not to the Human Resources Department.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Probationary Period Evaluation Memo – PER-F026
- 6.2 Paraprofessional Evaluation – PER-F023 (Also used for Library Media Aides)
 - Secretarial Evaluation – PER-F024
 - Custodian Evaluation – PER-F025

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Probationary Period Evaluation	Employee's personnel file	99 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/19/2003	B	Added 5.7

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