

PERFORMANCE ASSESSMENT OF PERSONNEL

1. For the purpose of improving the quality of instructional, administrative, supervisory and support services, and for the purpose of considering the future status of all personnel, the assistant principal or the person directly responsible for the supervision of each employee shall make a written assessment of the performance, duties and responsibilities of such personnel, and submit it to the Academy President or Management Company Representative and the Board. This assessment shall be made at least once a year and shall become a part of the employee's personnel file at least once a year and shall become a part of the employee's personnel file.
2. Prior to preparing the written report of assessment, each employee to be evaluated shall be informed of the criteria and the procedure to be used. The written report of assessment for each employee shall be discussed and a copy made available by the person responsible for preparing the report.
3. The Personnel File of each Governing Board employee shall be open to inspection and available for review to any person requesting to do so, except for personnel records which are currently provided by law to be confidential and excluded from public inspection, unless the employee specifically authorizes, in writing, disclosure of confidential information.
 - a. The following persons shall have access to the complete personnel file of each employee at all times.
 - i. Governing Board Members
 - ii. Academy President or Management Company Representative
 - iii. The Secondary School Principal;
 - iv. Assistant Principals;
 - iv. The employee or any person designated in writing by the employee;
 - v. Law enforcement personnel in the conduct of a lawful criminal investigation.The President or Management Company Representative may designate other Board employees to inspect an employee's personnel file in the exercise of their respective duties.
 - b. Examination of any material in a personnel file is governed by the provisions of Section 231.291, and Chapter 119, Florida Statutes.

Authority: 120.53, 230.22(2), 231.001, FS

Implemented: 231.291, FS; 119.011, 119.07, FS

History: New: 7/01/2004; Revised: 7/07/2005, 3/11/2010

Reference: Palm Beach School Board Policy 3.30