

**TEXAS SCHOOL FOR THE DEAF**

**ACCOUNTABILITY:  
EVALUATION OF NONCONTRACT EMPLOYEES**

**DNAA**

**ANNUAL EVALUATION**                      The job performance of all noncontract employees shall be appraised at least once annually in accordance with established School procedures.

**19 TAC 150.001 (a)**

**EVALUATION INSTRUMENT**                      The School shall appraise the job performance of noncontract employees using instruments approved by the Superintendent which provide employees the opportunity to respond to the appraisal.

**MAINTENANCE OF EVALUATION INSTRUMENT**                      Supervisors shall submit signed original performance evaluation documents to Human Resources for maintenance in the employee's personnel file.

**USE OF RESULTS**                                      The results of appraisals of noncontract employees shall be used for improving employee performance and shall be used as one component for awarding merit increases.

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04-12-19