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While support staff members of Western Michigan Christian are at will employees, these staff members will still be reviewed and evaluated on a regular basis. Staff files will be kept on all employees. This file should include documentation of accolades or concerns for the employee as they arise. Employees that are eligible for benefits will be evaluated by their supervisor on a yearly basis. Summaries of these evaluations will be kept in their staff file. Policies and procedures to cover the evaluation of teaching faculty and coaches are covered in separate policies.