

Policy 5216

Personnel

Evaluation of Non-Certified Staff

Each non-certified staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled evaluations on forms applicable to the job classification and description, and day-to-day appraisals. Supervisors will complete evaluations no later than May 31 of each school year.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed in the employee's personnel file in the District Office. The second copy shall be given to the classified employee. Signature by the classified employee implies only that the employee has had an opportunity to see the written evaluation. In signing the evaluation, the classified employee does not sacrifice any right to appeal or to grieve. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent

Within ten (10) working days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal of any portion of the evaluation form. The written rebuttal shall state the specific content of the evaluation form with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation form requested. The supervisor will address the rebuttal within a period of ten (10) working days. The supervisor may amend the evaluation or state reason(s) why the evaluation will not be amended. Any documentation will be placed in the employee's personnel file.

Policy History:

Adopted: November 2015

Amended: October 2017

Legal Reference:

I.C. § 33-517 Non-certificated Personnel

I.C. § 33-518 Employee Personnel Files