

Cottonwood School District No. 242

PERSONNEL

5820

Evaluation of Classified Employees

Each noncertified 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.

Classified employees also may be placed on probation for unacceptable behavior and/or performance and shall be afforded the same opportunities for improvement and the removal of probationary status as is provided for the certificated personnel.

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 with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

This policy shall be made available to any District employee or person seeking employment with the District.

Cross Reference: 5205 Job Descriptions

Legal Reference: I.C. § 33-517 Non-certificated Personnel
I.C. § 33-518 Employee Personnel Files

Policy History:

Adopted on: February 22, 2017

Revised on: