

Evaluation of Non-Instructional District Employees

The work of every non-instructional District employee shall be evaluated by the designated building administrator or immediate supervisor. Standard evaluation forms are to be used for this purpose. Every non-instructional District employee is to be evaluated at least once a school year, and a copy of the evaluation is to be forwarded to the Director of Human Resources to become part of the permanent personnel file.

Each non-instructional District employee shall have an annual conference with the individual completing the performance evaluation for the purpose of reviewing the evaluation. Each employee reviewed is to receive a copy of each evaluation.

A non-instructional employee may request a conference with either the building administrator or supervisor if the employee is dissatisfied with the conference as conducted by the initial evaluator.

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