

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Employment

Policy No. 602.5

Policy Title: Performance Evaluation

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It is the policy of the Board of Trustees that the non-certified employee's immediate supervisor will prepare annual written evaluations of the employee's performance on or before May 15th of each year. Additional evaluations may be prepared as necessary. Evaluations shall be based on the following:

1. Productivity
2. Quality of work
3. Initiative
4. Dependability
5. Judgment
6. Interpersonal relations
7. Managerial qualities (if applicable)
8. Other comments

Annual evaluations will be reviewed with the employee before being forwarded to the central office. A copy of the evaluation (signed or initialed by employee to acknowledge receipt) will be placed in the employee's personnel file in the district office. A copy of the signed evaluation will be given to the employee.

A building/district administrator and/or direct supervisor may further observe the employee in the performance of his/her duties from time to time during the normal course of employment. The supervisor may prepare notes and memorandum which may be placed in the employee's district personnel file in accordance with procedures prescribed by the district and/or by applicable law.

Nothing herein shall limit the ability of persons to testify at any hearing regarding the non-certified employee's employment status with respect to recorded or unrecorded observations and/or conversations with or pertaining to the employee.

Legal References: IC 33-517

Date of Adoption: 3/10/87

Amended: 9/10/90, 4/8/96

Reviewed: 2011