

The superintendent will be responsible for the continuous evaluation of the district's non-certificated employees. In no event will an evaluation change the at-will status of non-certificated employees, nor will an evaluation be required prior to discharge.

Non-certificated employees will be evaluated not less than one (1) time per year by the employee's direct supervisor. Supervisors will review the evaluation with the employee, discuss issues of unsatisfactory performance, and allow the employee to file a rebuttal to the evaluation. The supervisors will submit written evaluations of each employee to the superintendent in such manner and at such times as may be determined by the board of trustees and/or the superintendent.

In the event the evaluation demonstrates that the employee's performance is unsatisfactory, the superintendent may take disciplinary action, including, but not limited to, dismissal, probation, reassignment, or reprimand. The district is not required to provide a non-certificated employee a probationary period for unsatisfactory performance; the superintendent has the discretion to utilize probation on a case-by-case basis. Any probationary period does not alter the at-will status of non-certificated employees. Any non-certificated employee receiving a less than satisfactory evaluation has no right to a probationary period if it is determined that the employment should be terminated.

The district will establish personnel files for each district employee and any and all materials related to the evaluation of that employee will be placed in the personnel file within a timely manner. Employees will be provided timely notice that evaluation material has been placed in the file and afforded the opportunity to attach a rebuttal to such material.



**LEGAL REFERENCE:**

Idaho Code Sections

33-511 – Maintenance of Schools

33-518 – Employee Personnel Files

**ADOPTED: April 12, 2004**

**AMENDED: December 13, 2021**