

**POLICY - NON-REPRESENTED CLASSIFIED EMPLOYEES  
EVALUATION/DISCIPLINE**

**5241**

Evaluation and Disciplinary Procedure

Each employee shall be evaluated at least annually. Evaluation shall be within procedures developed by the district. The employee shall sign each evaluation report, provided the signature does not signify agreement with the report, rather the employee has reviewed it with the supervisor. Employees may attach comments to the evaluation provided attachments must be initialed by the supervisor to indicate the supervisor is aware of the response.

New employees shall serve a probationary period of 90 work days. During this probationary period, they may be terminated at the discretion of the District with no recourse to the grievance procedure.

All disciplinary actions except as otherwise provided are to be based upon the employee's performance as identified in the evaluation report, completion of duties as assigned, district policy and procedure and state law or regulation.

Employees convicted of a violation of statutes or law which the administration determines will affect the employees work performance or the efficiency of the district will be subject to immediate suspension or discharge.

Adopted:	March 17, 1986	North Thurston School District Board of Directors
Amended:	November 4, 1991 February 18, 2009	
Reviewed:	October 20, 2009 September 5, 2023	North Thurston School District Board of Directors