

West Bonner County School District

PERSONNEL

5820

Evaluation of Non-Certified Staff

Each non-certified 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.

A 90-day probation period is required upon initial employment as a regular non-certified, full-time or part-time employee. The 90-day probationary period is defined as 90 working days.

The probation period is an essential part of the employment process and shall be used as an adjustment period for new employees and supervisors. Probationary employees have no entitlement or expectation to continued employment during the probationary period. During the probationary period, a new employee may be terminated with or without cause and without recourse to the pre- or post-action grievance procedures except in cases alleging discrimination. Probationary employees may be terminated by providing at least 24 hours notice after have obtained approval from the Superintendent. A probationary employee may also resign without notice any time during the probationary period.

The probationary period shall be the first 90 days of service, but may be extended for an additional 30 days by the supervisor.

The initial probationary period is not applicable to a current employee in a new position to which appointed in the same department. Current employees who change departments do not retain employment right to their previous position.

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.

All annual evaluations are due by June 1st.

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

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

Policy History:

Adopted on: March 12, 2008

Revised on: February 22, 2012

Revised on: July 15, 2013