

**Kimberly School District**  
**PERSONNEL 5222A**

Evaluation of Non-Certified Staff

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals. The procedures outlined in this document apply to non-certificated personnel.

Each non-certified staff member's job performance shall be evaluated by the staff member's direct supervisor at least once a year. For new employees, they shall be evaluated after their first six months of employment. The evaluation process includes scheduled evaluations on forms applicable to the job classification and description, and day-to-day appraisals.

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 written rebuttal to any information contained in the evaluation.

Legal Reference: I.C. § 33-517 Non-certificated Personnel; I.C. § 33-518 Employee Personnel Files

Policy History:

Adopted on: January 27, 2004

Revised on: