

Rolling Hills Public Charter School

PERSONNEL

5820

Evaluation of Non-Certificated Staff

Each non-certificated 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.

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 Principal. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Principal. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

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

Policy History:

Adopted on: 11/3/2011

Revised on: