

<b>Category:</b>  <b>7000 PERSONNEL</b>	<b>Policy Number:</b>  <b>7235</b>
<b>Policy Title:</b>  <b>CLASSIFIED EMPLOYEES - JOB EVALUATION</b>	<b>Effective Date:</b>  <b>October 8, 2002</b>

The superintendent will oversee the evaluation process for non-certificated employees of the district. 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. It is the responsibility of the administrative staff to provide each classified employee with a job description and copy of the Classified Grievance Procedure. 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 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 Section 33-506

**Reference:** 7230p "Classified Job Descriptions"  
7235p, "Classified - Job Evaluation" *with* Forms  
7236, "Grievance Procedure for Non-Certificated Personnel"  
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All classified employees of the Snake River School District shall receive an annual evaluation completed by the employee's supervisor by April 15.

It is the responsibility of the administrative staff to provide each classified employee with a job description and copy of the Classified Grievance Procedure.

Evaluations will be discussed with each employee, signed by the employee and supervisor, and placed in the employee's personnel file in the District Office.

**LEGAL REFERENCE:** Idaho Code Section 33-506

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