



**Policy 5820 – Evaluation of Non-Certificated Staff**

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

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

**Legal References:**

| <b>Legal References</b> | <b>Description</b>                                                                               |
|-------------------------|--------------------------------------------------------------------------------------------------|
| IC § 33-517             | Non-Certificated Personnel                                                                       |
| IC § 33-518             | Employee Personnel Files                                                                         |
| <b>Cross References</b> |                                                                                                  |
| <b>Code</b>             | <b>Description</b>                                                                               |
| 5205                    | <u>Job Descriptions</u>                                                                          |
| 5500                    | <u>Personnel Records</u>                                                                         |
| 5500-P(1)               | <u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u> |
| 5825                    | <u>Evaluation of School Bus Drivers</u>                                                          |

Adopted:

Revised:

Reviewed: