

1 **Browning Public Schools**

2

3 Policy #5222

4 Policy Name: Evaluation of Non-Administrative Staff

5 Regulation: -----

6

7 Each Certified and Classified staff member’s job performance will be evaluated by the staff member’s  
8 direct supervisor. The evaluation process includes scheduled annual evaluations using forms applicable  
9 to the job classification and description, and day-to-day appraisals. Certified and Classified staff members  
10 will be evaluated according to the terms stated in the current collective bargaining agreement.

11

12 The supervisor will provide a copy of the completed evaluation to the staff member and will provide  
13 opportunity to discuss the evaluation. The original should be signed by the staff member and filed with  
14 the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the  
15 refusal and submit the evaluation to the Superintendent.

16

17

18

19 **Policy History**

20 **Adopted on:** 6/27/07

21 **Revised on:**