

1 Joint School District No. 2, Meridian

2
3 CLASSIFIED PERSONNEL

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5 Series 400

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7 Policy Title: Evaluations

Code No. 402.13

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10 Evaluation is that process of assessing employee performance for the purpose of
11 making administrative decisions regarding the reemployment, reassignment, promotion
12 or termination of personnel. In addition, feedback will be provided to the employee for
13 the purpose of self-improvement.

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15 Every classified employee shall be evaluated annually. Evaluation forms must be
16 submitted to the district administration prior to the last Friday in April of each year.

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18 Classified employee evaluations shall be made in writing, on the form approved by the
19 district administration and the classified employee association. Both the immediate
20 supervisor and the employee shall sign the written evaluation and discuss said
21 evaluation with the building principal or supervisor.

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23 Employees who disagree with the evaluation may submit a statement of rebuttal that
24 shall be attached to the evaluation as it is submitted to the district administration.

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47 8/12/02

Legal Reference: Code of Idaho
