

Vallivue School District #139

The District believes that performance evaluations provide an excellent opportunity to assess an individual's performance relative to the goals and standards of their position and determine ways to further enhance overall performance.

The employee's supervisor shall evaluate the performance of each employee annually. The performance evaluation shall be prepared on a form provided by the District, reviewed with the employee, signed by both the employee and supervisor, and filed in the employee's personnel file.

The employee's signature only indicates he or she has been given a copy of the evaluation. A supervisor shall have the authority to conduct performance evaluations more often during the year. If an employee disagrees with a performance evaluation, he or she has the right to discuss the evaluation with the supervisor and/or provide a written rebuttal that will be attached to the performance evaluation form. A copy of the evaluation form will be provided to the employee.



LEGAL REFERENCE:

ADOPTED: 12/17/73 (replaces existing policy #408.6)

AMENDED: 6/13/95, 2/10/98, 2/13/01, 1/13/04, 7/10/07, 4/08/14