

The superintendent will be responsible for the continuous evaluation of the district's non-certificated employees. In no event will an evaluation change the at-will status of non-certificated employees, nor will an evaluation be required prior to discharge.

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 Sections*

33-511

33-518

**ADOPTED:** March 9, 2004

**AMENDED:**