

Missoula County Public Schools

PERSONNEL

5222

Evaluation of Non-Administrative Staff

Each non-administrative staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process includes annual evaluations, on forms applicable to the job classification and description, and day-to-day appraisals. Employees covered by a collective bargaining agreement shall be evaluated according to the terms stated in agreement.

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 Human Resource Office. If the staff member refuses to sign the evaluation, the supervisor should note the refusal on the form.

Policy History:

Adopted on: August 13, 2002

Revised at PN&P Committee meeting: March 24, 2010 Posted for public comment.

Approved on: May 11, 2010