

Procedures for Policy 437: EVALUATION OF NON-LICENSED EMPLOYEES

I. Five-Year Cycle

Evaluations of non-licensed employees shall be conducted on a five-year cycle. Supervisors shall be responsible to schedule their employees into each year of the cycle and shall provide the schedule to the superintendent or their designee by October 1 of each school year.

II. Employees to be Scheduled for Evaluation During Current School Year

Supervisors shall evaluate employees covered in categories A and B below during the current school year. Employees who are not described in these categories may be evaluated during another year of the cycle.

A. Probationary Employees

1. Supervisors are to conduct a performance evaluation at least one month prior to the end of an employee's probationary period. The human resources office will take responsibility for notifying supervisors of that date.
2. Any concern on the part of a supervisor that a probationary employee should not be offered continued employment with the school district must be discussed with the superintendent or their designee immediately.

B. Regular Employees

1. Supervisors are to conduct a performance evaluation during the current school year for regular employees:
 - who have a significantly different job assignment for the current school year as opposed to the previous school year, or
 - who have had a transfer in work site and/or a change in supervisor for the current school year as opposed to the previous school year, or
 - whom the supervisor feels the need to evaluate on a priority basis.
2. Any concern on the part of the supervisor that the employee may need to be recommended for termination must be discussed with the superintendent or their designee immediately.

III. Evaluation Procedures

A. Evaluator

The primary supervisor shall be the primary evaluator in an evaluation conference with the employee. The primary supervisor may request a secondary supervisor to be involved in the evaluation (e.g., school counselors may participate in the evaluation of the counseling department administrative assistant with the building principal). Participation of the secondary supervisor shall be at the discretion of the primary supervisor with the exception of building head custodians. In that event, the director of buildings and grounds shall confer with the building principals in evaluating head custodians.

B. Preparation for Evaluation Conference

Insofar as possible, supervisors should provide notice to the employee prior to the conference. During the period prior to the conference, the supervisor will complete the white evaluation form.

C. Conducting the Conference

The supervisor shall provide a copy of the completed evaluation form to the employee during the conference. Time should be allowed for the supervisor and employee to talk about the evaluation.

D. Concluding the Conference

The evaluation form should be signed by both the employee and the supervisor. The employee is to be provided with a copy of the form, and the original signed form is to be forwarded to the human resources office to be placed in the employee's official file.

Procedures 437 Evaluation of Non-Licensed Employees

NORTHFIELD SCHOOL DISTRICT NO. 659

Northfield, Minnesota

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