

**Policy 437 Evaluation of Non-Licensed Personnel**

**I. Evaluation of Non-Licensed Personnel**

- A. Probationary non-licensed employees will be evaluated by their immediate supervisor at least one month prior to the end of the employee's probationary period.
- B. Regular non-licensed employees will be evaluated on a cycle at least once every five years.
- C. Evaluations will be reviewed with the employee. If the employee disagrees with the evaluation, he/she will have the right to attach a response to the evaluation. This response will become part of the Personnel file. The employee will initial all evaluations as an indication that he/she has reviewed the evaluation.

Policy 437 - Evaluation of Non-Licensed Personnel  
Adopted: 3/28/05

School Board  
INDEPENDENT SCHOOL DISTRICT NO. 659  
Northfield, Minnesota