

#### **Evaluation, Assignment, and Duty Hours Limitation (C-4)**

Each certified district employee shall be evaluated a minimum of once annually during first three years of employment and once each three years thereafter. Evaluations shall be performed at the direction of the superintendent and in accordance with employee or union contracts. The evaluation shall be in writing with a copy to the employee and a copy to the personnel file. The employee may rebut or clarify the evaluation in writing with a copy to the personnel file and a copy to the evaluator.

District employees who do not meet reasonable performance expectations shall be recommended to the school board for dismissal or nonrenewal. When suspension without pay is appropriate discipline, certified employees shall be suspended without pay for no less than one full week.

The assignment, suspension, and transfer of staff members to positions in the school district shall be made by the superintendent.

District employees (except for playground supervisors) are prohibited from caring for (baby-sitting) their own children during duty hours.

Adopted:        November 14, 1996