

The Superintendent, or designee, shall provide a system of periodic evaluation for all employees of the District, with written or electronic reports prepared and reviewed with each employee. All completed evaluations shall be maintained electronically or in other format in a secured location in the District office. The plan for evaluation for each class of employees shall meet any and all state regulatory or statutory requirements. No evaluation report shall be placed in an employee's file without review and discussion between the employee and the employee's supervisor. An employee in disagreement with the contents of the evaluation report may submit a written rebuttal to be attached to the report and kept with the file (may be electronic) containing the supervisor's evaluation. Such a rebuttal must be submitted within five (5) school days of the evaluation review to the immediate supervisor with a copy to the head of Human Resources.