

1 **R277. Education, Administration.**

2 **R277-329. Local School District Board Policies for Evaluation of Classified**
3 **Employees.**

4 **R277-329-1. Authority and Purpose.**

5 _____ (1) This rule is authorized by:

6 _____ (a) Utah Constitution [Article X, Section 3](#), which vests general control and
7 supervision of public education in the Board;

8 _____ (b) Subsection [53E-3-401\(4\)](#), which allows the Board to make rules to execute the
9 Board's duties and responsibilities under the Utah Constitution and state law; and

10 _____ (c) Section [53G-11-504](#), which directs the Board to develop rules requiring that
11 school districts evaluate all employees.

12 _____ (2) The purpose of this rule is to direct public school districts to adopt policies for the
13 evaluation, dismissal and compensation of classified employees.

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15 **R277-329-2. Definitions.**

16 "Classified employee" means a school district employee who is working in a position
17 that does not require a Utah educator license.

18
19 **R277-329-3. School District Policies.**

20 _____ (1) A school district shall adopt policies for classified employees, including:

21 _____ (a) policies for evaluation and dismissal consistent with minimum standards of:

22 _____ (i) Sections [53G-11-504](#) through [53G-11-505](#); and

23 _____ (ii) Sections [53G-11-512](#) through [53G-11-517](#); and

24 _____ (b) evaluation procedures with the following components:

25 _____ (i) the annual evaluation of classified employees;

26 _____ (ii) the use of appropriate tools for classified employee evaluations;

27 _____ (iii) classified employee evaluation criteria tied to specific job descriptions or
28 assignments;

29 _____ (iv) the administration of the evaluation by the school principal, an appropriate
30 administrator, or the principal's or administrator's designee; and

31 _____ (v) an appeals process that allows classified employees to appeal procedural

32 violations of the evaluation process.

33 (2) School district evaluation policies for classified employees may include additional
34 components beyond those specified in Subsection (1).

35 (3) A school district's policies may exclude temporary or part-time classified
36 employees from performance evaluations, as provided in Subsection [53G-11-504\(2\)](#).

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38 **KEY: policies, evaluations, non-licensed public education employees**

39 **Date of Enactment or Last Substantive Amendment:**

40 **Authorizing, and Implemented or Interpreted Law: [Art X, Sec 3](#); [53E-3-401](#); [53G-11-](#)**
41 **[504](#)**