



POLICY TITLE: NON-LICENSED EMPLOYEES

Policy Type: Executive Limitations

Legal Citation: **R277-532**, Local Board Policies for Evaluation of Non-Licensed Public Education Employees (Classified Employees)

The School requires all employees to maintain the highest work standards and ethics. The School expects consistent attendance to provide a quality education for students and to keep the School operating efficiently

Accordingly, The School Director shall not:

- Fail to conduct annual reviews with all non-licensed employees.
- Fail to provide each non-licensed employee with a thorough description of expected outcomes based on the individual's duties.
- Fail to develop procedures for proper notification of absences to supervisors.
- Policy Name: Fiscal Responsibilities