

## 2021 Kansas Statutes

**72-2409. Policy of personnel evaluation; adoption; forms; contents; time.** Each board shall adopt a written policy of personnel evaluation procedure in accordance with K.S.A. 72-2408 et seq., and amendments thereto. Every policy so adopted shall:

- (a) Be prescribed in writing at the time of original adoption and at all times thereafter when any amendments are adopted.
- (b) Include evaluation procedures applicable to all employees.
- (c) Provide that all evaluations are to be made in writing and that evaluation documents and responses thereto are to be maintained in a personnel file for each employee for a period of not less than three years from the date each evaluation is made.
- (d) Except as provided herein, provide that every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the 60th school day of the semester. Any employee who is not employed for the entire semester shall not be required to be evaluated. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year by not later than February 15. After the fourth year of employment, every employee shall be evaluated at least once in every three years not later than February 15 of the school year in which the employee is evaluated.

**History:** L. 1973, ch. 281, § 3; L. 1981, ch. 295, § 2; L. 1982, ch. 304, § 2; L. 1983, ch. 244, § 1; L. 2003, ch. 104, § 3; L. 2006, ch. 45, § 2; July 1.