



I. PURPOSE

This policy establishes Athlos Academy of Utah's procedures for the evaluation and dismissal of classified employees.

II. DEFINITIONS

- A. Non-Licensed Employee: An employee who is working for a school in a position that does not require a Utah educator license; typically referred to as a classified employee.

III. POLICY

A. Non-Licensed Employee Evaluations

- 1. Athlos Academy of Utah's board will require at least one evaluation annually of non-licensed employees
- 2. Evaluations shall be conducted by the Lead School Administrator or designee, and shall include:
 - a. Valid and reliable methods and tools to implement the evaluations; and
 - b. Evaluation criteria tied to specific non-licensed job descriptions or assignments.

B. Non-Licensed Employee Dismissals

- 1. Athlos Academy of Utah's board shall, by contract with its employees, establish procedures for dismissal of employees in an orderly manner without discrimination.
- 2. The procedures shall include:
 - a. Standards of due process for appealing procedural violations of the evaluation process to the Governing Board.