

2.020. Evaluation for Non-Certified Personnel

Employees shall be evaluated by their designated supervisor at least once a year. Evaluation forms shall be initiated by the Personnel Office, which forwards them to the appropriate Division Director.

The Division Director designates the supervisor who is responsible for completion of the evaluation. The supervisor completes the evaluation, and gives it to the Division Director for his review and signing. The supervisor then meets with the employee to review the evaluation. The employee shall be given an opportunity to add a written statement to the evaluation. The documents are then forwarded to the Personnel Office for inclusion in the employee's personnel file.

The Division Director shall bring any unacceptable evaluations to the attention of the Executive Director.

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