

Performance Evaluation

Each employee's performance is to be reviewed and evaluated in writing by the immediate supervisor at the end of the introductory period and annually thereafter. An evaluation should also take place when there has been a significant change in the performance of the employee.

Performance evaluations constitute the major or primary criteria for continuation of employment, transfer or reassignment to another classification, promotion, demotion, termination and reduction in force.

All evaluations are to be in writing. The employee should read the evaluation and sign it signifying it has been read. The employee will be given a copy of the evaluation and will be given an opportunity to file a statement covering any points of disagreement. Such a statement, along with all the evaluations, shall become an integral part of the personnel record.

Administrators and supervisors are expected to engage each employee in a mutual ongoing process of performance evaluation for such purposes as:

- to clarify duties and expectations;
- to identify present training and development needs of the employee;
- to measure both strengths and weaknesses of present performance;
- to identify areas of potential future interest and ability and growth;
- to clarify goals and the means to achieve those goals.