

Board Policies

ADMINISTRATIVE AFFAIRS

114.00 - PERFORMANCE APPRAISALS

The performance of every full-time classified employee in the organization will be evaluated annually to ensure that all employees know how they are doing in carrying out their job duties and requirements.

- All newly hired employees will be evaluated after a 90-day probationary period and then annually thereafter. Performance appraisals may also be used as a factor in pay-increase decisions, performance-improvement counseling efforts, and determinations of training needs. They will also be a significant factor in promotion decisions made to fill vacant positions within the organization. Supervisors will be responsible for evaluating the performance of each direct report in their department. All supervisors will be provided appropriate training in evaluation skills and techniques, as well as written guidelines designed to help them carry out their responsibility to appraise workers in a fair, accurate, and objective fashion.
- Performance appraisals will be conducted annually according to the schedule determined by the Director of Human Resources. While formal appraisal sessions are an annual event; supervisors are expected to observe, and provide feedback on, their employees' performance throughout the year. Supervisors should document information or incidents that would be helpful in making appraisals.
- In addition to completing the official appraisal form, supervisors must meet with the employee to explain and discuss the evaluation. These sessions should be held in a setting that is private and free from distractions or interruptions. Employees are expected to sign their appraisals to acknowledge their participation in the process and are entitled to receive a copy of the completed form.
- Employees dissatisfied with their appraisals should put their objections in writing and submit copies of this statement to their supervisor and the respective Administrative Council member, who will review the employee's complaint and determine whether further action is warranted. The employee's statement will be attached to the appraisal form.
- All performance appraisal documents, including any statements of dissatisfaction, will be retained in the personnel file of the employee involved.
- All decisions and judgments made in connection with the organization's performance appraisal system will be based on job-related factors. All performance measures and indicators applied to any position must be based on the requirements, responsibilities, and duties contained in the job analysis or description prepared for the position.
- Members of Administrative Council will be evaluated every other year (even years) by other members of Administrative Council, and those who have direct working relationships. The President will review evaluations with the individual administrator at their annual evaluation.

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