

EVALUATION OF CLASSIFIED STAFF

1. All regular classified employees will be evaluated as per the terms of the negotiated agreement by their immediate supervisors.
2. Written evaluations will be completed at the end of the probationary period (90 days) of employment for new employees as per the terms of the negotiated agreement by their immediate supervisor. First-year employees may be administered a second evaluation at the end of their first year. The evaluation program for nonprobationary employees should include a mid-year conference and another conference before the end of March.
3. The supervisor will assess the employee on the basis of work performance and abilities. Evaluation forms will be completed in triplicate. An additional narrative report will be written, if necessary. The supervisor will also submit his recommendation regarding continued employment of the employee.
4. After completing the evaluation form, the supervisor will conduct a conference with the employee to discuss:
 - a. the reasons for the performance evaluation and;
 - b. the areas in which work performance should be improved.
5. The supervisor and the employee will sign the evaluation form at the close of the conference.
6. One copy of the complete evaluation form will be included in the employee's personnel file; one copy will be given to the employee. The employee will have access to the evaluation reports in his personnel file.

[Adoption date: August 6, 1991]

Revised: November 20, 1995