

303 EVALUATION OF STAFF

I. PURPOSE

To assure a high-quality job performance, written evaluations of all staff shall be required no less than once every three years. It is preferred that, when possible, staff evaluations be done on an annual basis. Such evaluations shall reflect an employee's job performance as measured by specific performance indicators communicated to the employee. The individual performance indicators shall be based on responsibilities contained in the job description for the position occupied by the employee. The performance evaluation shall be discussed with the employee, a copy shall be provided to the employee, and a copy shall be placed in the employee's permanent personnel file.

POLICY ADOPTED: July 2019

POLICY REVIEWED:

POLICY REVISED: