

PERFORMANCE APPRAISAL

DN
(LOCAL)

- General Principles** All District employees shall be periodically appraised in the performance of their duties. The District's employee evaluation and appraisal system shall be administered consistent with the general principles set out below.
- Criteria** The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.
- Performance Review** Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually, except as otherwise provided by policy, to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. [See also DNA and DNB]
- Documentation and Records** Appraisal records and forms, reports, correspondence, and memoranda shall be placed in each employee's personnel records to document performance.
- Employee Copy** All employees shall receive a copy of their annual written evaluation.
- Complaints** Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA]