PERFORMANCE APPRAISAL

DN (LOCAL)

General Principles All District employees shall be periodically appraised in the perfor-

mance 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-re-

lated 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 may be placed in each employee's personnel records to

document performance.

Employee Copy All employees shall receive a copy of their annual written evalua-

tion.

Complaints Employees may present complaints regarding the evaluation and

appraisal process in accordance with the District's complaint policy

for employees. [See DGBA]

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