

**General Principles**

All ESC employees shall be periodically appraised in the performance of their duties. The ESC'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

Each employee shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary.

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 ESC's complaint policy for employees. [See DGBA(LEGAL) and (LOCAL)]