

EVALUATION OF ADMINISTRATORS/CLASSIFIED LEADERSHIP EMPLOYEES

The evaluation of employees is an important responsibility of administrative and classified managers. It is imperative that evaluations be accomplished with adherence to the established procedures and forms of the Human Resources office.

The primary goal of evaluation is the improvement of performance. Evaluations, including dates, discussion, and recommendations shall be confidential and shall be released only on a "need to know basis."

Administrators, managers, and confidential-employees shall be evaluated semi-annually during the first year of employment and annually thereafter. Annual evaluations for classified managers and confidential employees are scheduled to be completed by May 31st and by November 1st for administrators, or as otherwise provided in the administrator's contract. Additional evaluations may be required at the request of the Chancellor, Deputy Chancellor, Vice Chancellor, President, Vice President, Director, or immediate supervisor.

1. The immediate supervisor shall complete the evaluation on the designated District form and review it with the employee.
2. The evaluation shall include a process of goal setting for the next year, as well as an assessment of accomplishment of goals that were previously set.
3. A remediation plan, or suggestions, shall be provided by the supervisor for area evaluated as needs improvement or unsatisfactory.
4. As a component of the evaluation, the supervisor will recommend:
 - a. That the employee continues in the position.
 - b. That the employee be terminated.
5. The evaluation shall be forwarded to the appropriate Vice Chancellor, or President, and to the Chancellor for review and transmittal to the Office of Human Resources.