

Appraisal of Personnel

Appraisal of personnel is a continuous process based on approved performance criteria and instruments used for objectively gathering, analyzing, and interpreting evidence regarding the strengths and limitations demonstrated by employees in their assigned positions. [See also DNA and DNB].

Process

The District's appraisal program for employees will be administered in accordance with the following provisions:

1. Each employee will be given a copy of the job description for his or her position.
2. The appraisal will be based on observed job-related performance.
3. The employee will be appraised by the immediate supervisor.

Except as otherwise provided by law, policy, Board resolution, or administrative regulation, employees will be appraised at least once annually; however, appraisals may be made as frequently as the supervisor deems necessary. Documentation of each appraisal must be in writing, indicating specific characteristics of the employee's performance. Updated appraisal instruments are available on the Human Resources website.

When an employee is appraised, the supervisor must conduct a conference with the employee. Written records of the appraisal will be available for discussion during the conference.

Records

All appraisal documents must be signed by both the employee and the supervisor. The signature of the employee does not signify that the employee agrees with the supervisor but acknowledges that the conference has been held and discussed. The employee may attach a written statement to the forms if desired.

A copy of each written appraisal must be given to the employee, a copy will be kept by the immediate supervisor, and a copy will be maintained in the employee's records in the human resources department.

Appraisal of LSSPs, Diagnosticians and Speech Language Pathologists

Appraisal of Licensed Specialists in School Psychology, Diagnosticians, and Speech Language Pathologists may occur less than annually for employees who have consistently met or exceeded the appraisal standards and whose appraisers have not identified any area of deficiency.