

EVALUATION/SUPERVISION

Management employees will be evaluated annually prior to June 30 or at the discretion of the employee's supervisor if more frequent evaluations are warranted. It is the responsibility of the employee's supervisor to schedule the evaluation conference.

The "Management Performance Appraisal Record" form shall be completed by the supervisor.

Process for Evaluation Conference

Criteria for conducting the evaluation may be one of the following options:

1. Evaluator and evaluatee jointly discuss each item together.
2. Evaluatee can request that the evaluator's supervisor be present as an observer.
3. Evaluator can request that their supervisor be present as an observer.
4. Evaluatee can request that the evaluator's supervisor or a third party of mutual choice be present as an unbiased third party to facilitate any disagreements.

Those evaluations that the employee agrees with will be signed by the supervisor, the Superintendent and placed in the employee's personnel file.

Process for Resolving Disagreements from Evaluations

Procedures for resolving disagreements regarding evaluations are as follows:

1. Employee should sign evaluation that they disagree with and make any written comments they so desire. These written comments will be attached to the evaluation in question and become part of the record.
2. Employee can request in writing a hearing with the evaluator and the evaluator's supervisor within ten working days of the initial evaluation to discuss the areas of disagreement.
3. If after this meeting, the evaluatee is still dissatisfied, they may within ten working days request in writing a hearing with the Superintendent to appeal the evaluation or discuss the previous meetings.

Upon completion, evaluations and attachments, if any, will be reviewed by the evaluator's supervisor prior to their return to the personnel file and will become a permanent record.