EASTCONN
Where Learning Comes to Life

PERSONNEL
Series 4000
Policy 4003.3.1

Evaluation of Non-Certified Personnel

Employees shall be evaluated by their designated supervisor at least once a year. Evaluation forms shall be initiated by the Human Resources Office, which forwards them to the appropriate Division Director.

The Division Director designates the supervisor who is responsible for completion of the evaluation. The supervisor completes the evaluation, and gives it to the Division Director for his/her review and signature. The supervisor then meets with the employee to review the evaluation. The employee shall be given an opportunity to add a written statement to the evaluation if he/she desires to do so. The documents are then forwarded to the Human Resources Office for inclusion in the employee's personnel file.

The Division Director shall bring any unacceptable evaluations to the attention of the EASTCONN Executive Director.

Adopted: March 27, 2018
Revised:
Replaces 2.020