

**Evaluation of
Noncontractual
Personnel**

Evaluation of noncontractual 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.

Process

The District's evaluation program for noncontractual 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 evaluation will be based on observed job-related performance.
3. The employee will be evaluated by the immediate supervisor.

Noncontractual employees will be evaluated at least once annually; however, evaluations may be made as frequently as the supervisor deems necessary. Documentation of each evaluation must be in writing, indicating specific characteristics of the employee's performance. Updated appraisal instruments are available on the Human Resources website.

When a noncontractual employee is evaluated, the supervisor must conduct a conference with the employee. Written records of the evaluation will be available for discussion during the conference.

Records

All evaluation 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 evaluation 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.