

AP 7150 EVALUATION

Reference:
WASC/ACCJC Accreditation Standard III.A.1.b

It be maintained and Procedures for the regular evaluation of classified employees shall be distributed by the Human Resources Department.

notify the immediate supervisor of _____ courtesy, the Human Resources Specialist will notify the employee evaluation one month prior to the due date.

ve collective bargaining agreement _____ The immediate supervisors shall refer to the respective law and continuing employees _____ to identify the time and frequency of evaluations for each

a discuss the evaluation and obtain the _____ The supervisor shall meet with the employee out- side of the work area to discuss the evaluation. The supervisor shall submit the completed evaluation to the Human Resources Specialist. The supervisor shall retain a copy of the original evaluation in the employee's personnel file. The supervisor shall also retain a copy of the original evaluation in his/her personnel file.

sources. _____ Any "improvement" or "insufficient" rating shall be discussed with the employee and the supervisor shall discuss the evaluation with the employee. The supervisor shall discuss the evaluation with the employee and the supervisor shall discuss the evaluation with the employee. The supervisor shall discuss the evaluation with the employee and the supervisor shall discuss the evaluation with the employee.

Original evaluations completed by the supervisor will be forwarded to the Human Resources Specialist for filing in the employee's personnel file.

Prior to filing the documents in the employee's personnel file, the supervisor shall discuss the evaluation with the employee.

