

AP 7150 EVALUATION

Reference:

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

ll be maintained and

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

otify 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
ew and continuing employees.

The immediate supervisors shall refer to the respective collective bargaining agreements to identify the time and frequency of evaluations for new and continuing employees.

a discuss the evaluation and obtain the
employee's signature. The supervisor may
only with a memo explaining why the
copy this memorandum with the
evaluation form to the employee.

The supervisor shall meet with the employee at a mutually agreeable time. At this meeting, the supervisor shall submit the evaluation to Human Resources and a signature was not obtained, the supervisor shall recontact the employee and repeat the process or file their personnel file.

evaluations and improvement plans. The
supervisor is responsible to meet with the employee at a mutually agreeable time to discuss the evaluation and
improvement plan. The supervisor shall contact the employee and repeat the process or file their personnel file.

Any "Improvement Plan" or "Development Plan" developed by the supervisor and the employee during the evaluation process shall be filed in the employee's personnel file. The supervisor shall also refer to the employee's file to determine the most business manner to contact the employee.

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

In the personnel file the Human Resources Specialist will file the documents in the employee's personnel file.

Prior to filing the documents in the employee's personnel file, the Human Resources Specialist will file the documents in the employee's personnel file.