

AP 7150 Administrator and Confidential Evaluation

The District assures the effectiveness of its human resources by evaluating all administrative and confidential employees systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely and documented.

Administrative and Confidential employees will be evaluated annually, or more frequently at the discretion of the District. The evaluation process will include a review of performance and the extent that the goals and objectives for the prior year were met. Goals and objectives for the current year will be established.

The Human Resources Department is responsible for administering the evaluation process, including the maintenance and distribution of related forms.