# PERSONNEL 03.28 AP.1

‑ Classified Personnel ‑

Evaluation Process

Frequency and Time

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the Immediate Supervisor by April ~~15th~~ 30th of each year for RSP and ~~April 30th~~ for NKCES.

Evaluation Procedure

The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluate~~e~~. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the NKCES Finance Office. An appeal process is available to employees who wish to appeal their evaluation.

Evaluation Appeal

An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Executive Director/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Executive Director/designee shall prepare and forward to the employee and the employee’s supervisor a written response to the appeal.
5. All information relating to the employee’s evaluation shall be placed in the employee’s appropriate personnel file.
6. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Executive Director.

Related Procedures:

03.28 AP.21

03.28 AP.22

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