



Section: ADMINISTRATIVE EMPLOYEES
Title: EVALUATION OF ADMINISTRATIVE EMPLOYEES
Adopted: February 20, 1996
Revised: August 21, 2007

	312. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
<p>1. Purpose</p> <p>2. Guidelines</p>	<p>There shall be a plan for regular and periodic evaluation of all administrative employees.</p> <p>The Joint Operating Committee directs that evaluations be performed at least annually by the Administrative Director or immediate supervisor on job description performance, annual goals and procedures identified in the Administrative Evaluation and Compensation Plan.</p> <p>The Administrative Director shall review the Administrative Evaluation and Compensation Plan with all administrators.</p> <p>All evaluations shall be followed by a timely conference between the Administrative Director or immediate supervisor and the administrative employee. Both parties to the conference shall sign the evaluation report and retain copies for their files.</p> <p>The administrative employee has the right to submit a written disclaimer of the evaluation following the conference which shall be attached to the evaluation report.</p>	