

AP 7152 Evaluations – Confidential Staff

1. The responsibility for classified confidential performance evaluations shall be that of the immediate supervisor. However, any evaluation written shall be reviewed and approved by the appropriate administrator before any conference is held with the employee. If an evaluation shows an employee's work to be below expectations, the supervisor must immediately take steps to assist the employee to improve his/her work. Failure of the employee to show satisfactory improvement may be deemed just cause for discipline.

Written evaluations shall be made on standardized forms provided by the Personnel Office. The administrator shall meet with the employee to discuss the results. A copy of each written evaluation shall be furnished to the employee and the Personnel Office.

2. All confidential employees shall be evaluated at least annually prior to their anniversary dates.

Probationary employees shall be evaluated at least twice during the twelve month probationary period.

Approved: 3/14/1966

Revised: 2/17/1987, 11/20/1991, 9/1/1993

Formerly R4705