

Subject: Employee Performance Evaluation Policy

Effective Date: March 09, 2007

Approved By: Board of Directors

Policy: It is the Board's policy that each employee receives a formal performance evaluation at least once each year.

Procedure:

1. Each employee will receive and acknowledge the official job description for their position.
2. No later than 30 days after the start of the school year, each employee will meet with their manager determine annual goals.
3. Each employee will develop 3 to 5 measurable goals. These goals must be time bound and be mutually agreed upon. All of the goals will relate to the School-Wide goals for that year.
4. A copy of each individual's annual goals will be forwarded to the Executive Director.
5. Each manager will observe and meet regularly with employees under their supervision to discuss progress towards the employee's goals and the School-Wide goals for that year, and will prepare a formal, written performance evaluation which will be submitted to the Executive Director.
6. A copy of the performance evaluation is to be kept in the employee's personnel file. Each employee will receive a copy of the evaluation at its completion, and will be asked to provide written feedback, comments, or rebuttal to the evaluation. The Employee's written remarks will be attached to the evaluation and stored with the evaluation in the employee's personnel file.
7. All documents evaluating the performance of an employee are confidential and will be maintained in the personnel file of the individual concerned. An employee signature or a refusal to sign a performance appraisal becomes part of the employee's file.

Original Policy 02/27/01
Revised Policy 03/09/07