

AP 7230-7 Confidential Employees – Evaluation

- 1.0 **Purpose of Evaluation Process:** The objectives of the evaluation process for confidential employees include, but are not limited to, the following:
- 1.1 Foster communication between the employee and the immediate management supervisor.
 - 1.2 Establish clear direction for the employee.
 - 1.3 Provide constructive feedback regarding the employee's performance.
- 2.0 **Frequency of Evaluation**
- 2.1 Probationary confidential employees are evaluated at the end of four months of service, eight months of service, and eleven months of service.
 - 2.2 Permanent confidential employees are evaluated once in every two (2) fiscal years.
- 3.0 **Evaluation Process**
- 3.1 Evaluations shall be conducted by the immediate management supervisor.
 - 3.2 The evaluation process shall fairly attempt to measure effectiveness in performing the duties set forth in the confidential employee's job description.
 - 3.3 A pre-evaluation conference with the confidential employee may be conducted if deemed necessary by the immediate management supervisor.
 - 3.4 A written evaluation report utilizing the prescribed performance evaluation form shall be produced for each evaluation.
 - 3.5 Before finalizing the evaluation report, the immediate management supervisor shall arrange an evaluation conference with the confidential employee to discuss the results of the evaluation process.
 - 3.6 A final evaluation report shall be prepared and forwarded to the confidential employee for review. The evaluation report shall be signed and dated by the employee. The signature of the employee shall not necessarily indicate agreement with the comments or conclusions.
 - 3.7 A signed copy of the evaluation report will be retained by the confidential employee and a copy will be placed in the employee's personnel file.

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- 3.8 Following the receipt of an evaluation report, the confidential employee may submit a written response, not to exceed three (3) pages in length, which shall be attached to the evaluation report and any copies of the evaluation report, which are retained in the District's records.

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