

GCI Classified Employee Evaluation (See GAK)

GCI

All classified employees shall be evaluated at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board or designee.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: 7/24/17

KASB Recommendation – 2/98; 4/07; 4/16; 4/17