

## **HUMAN RESOURCES**

### **Duties, Responsibilities, and Rights of Employees**

#### **|| Performance Assessments and Evaluations**

This policy supersedes Policy 4440.1.

#### **I. PURPOSE**

|| To establish the requirement and philosophical basis for employee performance assessments and evaluations.

#### **II. REQUIREMENT AND BASIS FOR EVALUATION**

|| Written evaluation of the effectiveness of all employees shall be required. This performance assessment and evaluation shall provide the basis for recognizing employee accomplishments, improving individual performance, and identifying professional growth activities. Evaluation shall be used, along with other factors, in decisions regarding promotions, terminations, or continuation of employment.

Policy  
adopted: July 1, 1986  
Revised: July 23, 1998  
Reviewed: June 19, 2003  
Reviewed  
and corrected: December 8, 2006