

GCI Employee Evaluation (See GAK)

GCI

All employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. All evaluations for classified positions shall be completed by April 1; evaluations for certificated/licensed personnel shall comply with state statute. Evaluation documents will be on file in the business office.

Employees shall be evaluated by the supervisor to whom they are assigned. 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: SCKESC Board of Directors – 3/3/2010