

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: December 16, 2004

REVISED: August 17, 2006

	<p style="text-align: center;">313. EVALUATION OF ADMINISTRATIVE EMPLOYEES</p> <p>1. Purpose There shall be a plan for regular, periodic evaluation of all administrative employees. The Joint Operating Committee shall be informed periodically about the results of those evaluations.</p> <p>2. Authority SC 1850.1 The Joint Operating Committee directs that evaluations of administrative employees be performed at least annually.</p> <p>3. Delegation of Responsibility The Administrative Director or designee shall develop procedures for evaluation of administrative staff.  Prior to the beginning of the period under evaluation, the Administrative Director or designee shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p> <p>4. Guidelines Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> <li>1. Individual conferences for evaluation procedures.</li> <li>2. Employee's self-evaluation.</li> <li>3. Joint review of job description by the Administrative Director and employee.</li> <li>4. Identification of areas of strength.</li> <li>5. Identification of areas of weakness, with suggestions for improvement.</li> <li>6. Opportunity to appeal the results of the evaluation.</li> </ol> <p>Each observation shall be followed by a conference between the Administrative Director and the administrative employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.</p> <p>The employee shall have the right following the conference to submit a written disclaimer of the evaluation, which disclaimer shall be attached to the form.</p>
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