

5.16 Managers: Evaluation

1. The purposes of management evaluation are to:
 - a. Recognize excellence.
 - b. Provide objective data for decisions on promotion, retention, nonretention or transfer.
 - c. Identify areas of performance needing improvement.
 - d. Identify areas for general management development training.
2. All ~~persons holding employees in~~ management ~~appointments- positions~~ shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which may include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual and triennial evaluations shall be conducted according to adopted procedures which are maintained in the office of ~~Personnel Services~~ Human Resources.
5. First-time managers or managers new to a position will undergo a comprehensive evaluation during the second year of appointment.
6. A manager has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
7. A manager has the right to appeal his/her evaluation to the next level of management.
8. A manager has the right to appeal his/her evaluation to the Board of Trustees, after the appeal has been appropriately made through all other management levels.
9. Decisions on retention, nonretention or transfer of managers are based upon needs of District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

(~~Rev. 6/92~~ Revised xx/10)