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6-404 Evaluation of Classified Staff

General Policy

Classified staff employees shall be evaluated in writing on the performance of their duties in accordance with the following guidelines:

1. Classified staff shall have their job performance, including performance in achieving affirmative action goals, professional growth and future potential formally reviewed on a scheduled basis at least once every twelve months.
2. Elements of the evaluation shall consist of, but shall not be limited to:
 - a. Written specific, predetermined standards of performance related to the duties and responsibilities of the employee's position.
 - b. Management assessment of actual performance and accomplishments.
 - c. Management determination of an overall performance evaluation rating.
3. The performance evaluation shall be discussed with and a copy provided to the classified staff employee. The employee shall have the opportunity to add his/her comments to this statement as a part of the official record.
4. Each university shall establish a procedure by which the classified staff employee who disagrees with the evaluation may request that his/her performance evaluation be reviewed at the next administrative level.