The performance of each managerial/professional, classified staff, and contract/grant employee in relation to job requirements shall be appraised at least once a year.

An employee shall be expected to meet performance standards which have been defined and identified as part of the position requirements. Employee performance appraisals shall be used for the development of the employee and as a basis for stimulation of performance and morale.

**A. Overview**

The appraisal is a constructive tool used to stimulate the performance, morale, and development of employees. The primary value of the appraisal is the opportunity it presents to supervisors to promote productivity through objective measurement, constructive counseling, and timely recognition of effective performance. Properly used, the performance appraisal also provides supervisors with a means of determining individual or departmental training needs and/or working with employees experiencing problems which could result in disciplinary action.

A performance appraisal is the process of establishing standards of performance criteria, informing employees about these standards, and periodically informing employees about performance in relation to these standards.

**B. Annual Appraisal**

An annual appraisal of each managerial/professional, classified staff, and contract/grant employee shall be recorded on the approved form by the immediate supervisor.
C. Probationary Appraisal

Managerial/professional, classified staff, and contract/grant employees shall receive a six month probationary appraisal as outlined in Policy 06-05.

D. Below Expectation Annual Appraisal

An employee who receives a below expectation annual appraisal shall be placed on imposed probation; placement in these circumstances does require higher level approval.

E. Increases Based on Appraisal

A classified staff employee who receives a meets expectation appraisal within the prior fiscal year shall be eligible to receive a salary increase as outlined in the current Salary Schedule, based upon available funds and the approval of the Board.

A classified staff employee who receives a below expectation appraisal within the prior fiscal year shall not be eligible to receive an increase until the first of the month following attainment of a meets expectation appraisal.

F. Special Appraisal

A special appraisal may be done at any time during the year when the supervisor deems it necessary to document either significant performance improvement or deficiency. All special appraisals become a part of the employee's permanent record.