

**PROCEDURE on Evaluation of Mid-Management, Technical, Clerical
and Physical Plant Staff**

Number 2.2.0.1

1. The "Support Staff Performance Evaluation Form" shall be completed at least once each fiscal year at approximately one year intervals.
2. Where an employee has more than one supervisor, the supervisors shall collaborate in such a fashion that the employee shall be evaluated jointly by both supervisors.
3. The supervisor shall complete a copy of the form and then meet with the employee to discuss the employee's work performance.
4. The evaluations, with attachments, shall be incorporated into the employee's personnel file.

6/97 (11/03)
(10/16)