

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Performance Evaluations
POLICY NUMBER: 2175
ADOPTED: September 23, 2002
REVIEWED: 10/13/09, 10/03/16, 01/10/17, 10/14/20, 11/09/20, 11/9/23
REVISED: January 27, 2014, February 13, 2017, 11/09/20

2175.10 This policy shall apply to all employees.

2175.20 The General Manager or his/her designated representative shall conduct a scheduled performance review of each employee annually.

2175.22 The Board of Directors will conduct a scheduled performance review of the General Manager annually.

2175.30 Performance evaluations shall be in writing. Said evaluation shall provide recognition for effective performance and also identify areas which need improvement.

2175.40 The performance evaluation shall be signed by the evaluator and shall be discussed with and signed by the employee.

2175.50 Performance evaluations of employees may be undertaken more frequently, if necessary, to monitor job performance then annually at the discretion of the General Manager.

2175.51 Performance evaluations of the General Manager may be undertaken more frequently then annually, if necessary, to monitor job performance at the discretion of the Board of Directors.