

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 402.5

Title Support Staff

Evaluation

Employees shall be formally evaluated by objective criteria at least once each fiscal year. Evaluations will be made by the employee's immediate supervisor. The Board also recognizes that evaluation should be a continuous process and that an informal evaluation process will require documentation as the need occurs.

A conference between the employee and his/her immediate superior will be held within the four-week period following the evaluation. Recommendations to correct or improve identified deficiencies will be documented and attached to the evaluation form.

Where the evaluation indicates termination or continued probationary status is in order, official notification procedures will follow the provisions of Board Policy 402.4 "Discipline and Discharge."

Date of adoption 8/9/76

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

Date of current revision 10/11/04

Related Administrative Procedures and Cross References \_\_\_\_\_

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