

PROCEDURES FOR EVALUATIONS

Section 3.4 Evaluations.

Employees shall be evaluated during their first year of employment, and at least once every two years thereafter. The evaluation shall be signed by the supervisor and dated. The employee shall also be asked to sign the evaluation but such signature only indicates that the employee has seen the evaluation and does not indicate that the employee agrees with the evaluation. If an employee disagrees with an evaluation, the employee shall attach written comments indicating areas of disagreements within 20 work days, upon receipt of the evaluation. If the driver trainer or shop foreman is used to help evaluate employees, the final evaluation will remain the responsibility of a non-bargaining unit administrator.

I CERTIFY THAT THIS REPORT HAS BEEN DISCUSSED WITH ME AND I HAVE RECEIVED A COPY. I UNDERSTAND MY SIGNATURE DOES NOT, NECESSARILY, INDICATE AGREEMENT.

Employee Signature Date

Supervisor Signature Date

Directors Signature Date

ADDITIONAL SUPERVISOR COMMENTS

Signature

Date

EMPLOYEE COMMENTS

Signature

Date

**BUS/VEHICLE
MECHANIC
EVALUATION**

Name _____

Position _____

Building _____

20 ____ to 20 ____

North Kitsap School District #400

18360 Caldart Avenue NE

Poulsbo, Washington 98370

