PERFORMANCE APPRAISAL   DN
                                                          (LOCAL)

PROPOSED REVISIONS

GENERAL PRINCIPLES	This policy applies ~~only~~ to District employees**, except for** ~~other than~~ teachers, administrators, and other full-time certified professional employees. [See DNA and DNB~~(REGULATION)~~] All District employees covered by this policy shall be annually appraised in the performance of their duties in accordance with administrative regulations established by the Superintendent.
CRITERIA	The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.
PERFORMANCE REVIEW~~S~~	Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually, except as otherwise provided by policy, to discuss the written evaluation. An employee may also have as many conferences about performance of duties as the supervisor deems necessary. [See also DNA and DNB]
DOCUMENTATION AND RECORDS	Appraisal records and forms, reports, correspondence, and memoranda may be placed in each employee's personnel records to document performance.
	All records that support appraisal rating shall be maintained for the time period required by applicable law and the District's records management plan. Official appraisal records shall be maintained ~~throughout a person's~~**for the duration of an individual's** employment with the District and**,** thereafter**,** for the time period required by applicable law and the District's records management plan.
EMPLOYEE COPY	All employees shall receive a copy of their annual written evaluation.
COMPLAINTS	Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA~~(LEGAL) and (LOCAL)~~]