

## **Annual Evaluation**

Each year the Director shall complete an evaluation of each employee within one month of their employment anniversary and report on the status of the employees to the Board of Trustees. Upon receipt of a successful evaluation, any regular full-time employees not at the top step of the pay scale for the position shall receive a step increase beginning with the first pay period following completion of at least one year of employment. Regular part-time employees will receive their first evaluation after one year of employment and completing their probation with 1040 hours of employment. The anniversary date for all employees will be set to the initial date of hire.

Approved by Governing Board 2/18/22