

## **70402 Evaluation and Commendation**

The President shall establish guidelines to include forms as well as procedures for the evaluation of classified employees.

The primary purposes of personnel evaluations will be to assist employees in job improvement and to achieve the goals adopted by the College. Performance valuations may also influence other considerations, such as promotion, retention, forced reduction of staff, retraining of personnel, and salary increases. (Amended 12/18/84)

The College staff is encouraged to notify the President of exemplary performances by College employees. The President shall bring such performances as he deems worthy to the attention of the Board of Governors and shall forward a formal acknowledgment of the performance to the employee.