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| Supervisor Evaluation Process | 02-0403                | 1 of 1   |
| Date Adopted                  | Approved By President: | Date:    |
| 06-01-96 (PR)                 |                        | 12-20-04 |

1. PURPOSE:

The purpose of this section is to define the process of employee evaluation of their immediate supervisor.

2. PROCEDURE:

The following process will be utilized annually for employees to evaluate their immediate supervisor. The supervisor's manager will distribute the evaluation form to the appropriate employees. The manager will collect the completed forms and summarize the ratings and comments. The employee's ratings and comments will remain confidential; only the summaries will be shared with the supervisor. The purpose of this evaluation will be to (1) improve the supervisor's management and/or leadership skills, and (2) serve as input into the manager's annual performance appraisal of the supervisor. The summary rating will be attached to the employee's performance appraisal form filed in the personnel office.