

## **Section G: Personnel**

### **GCOC Evaluation and Compensation of Non-represented Staff**

The evaluation of the Student Services Coordinator, Curriculum, Assessment & Instructional Coordinator, Adult Education Director, Administrative Secretary, Business Manager, Computer Systems Manager, and Maintenance/Facilities Director shall be completed annually by the Director, and reported to the Cooperative Board at the December monthly meeting.

The Director shall implement and supervise an evaluation system for all non-represented staff. A report shall be made to the Board annually on the performance of all non-represented staff members, with recommendations regarding their employment and/or salary status.

Formal evaluations shall be made at least once a year, but more often during the first two years of employment. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the staff member;
- B. Evaluations shall be made by the Director or immediate supervisor;
- C. Results of the evaluations shall be put in writing and shall be discussed with the staff member;
- D. The staff member being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Director's office.

The compensation packages of the Director, Student Services Coordinator, Curriculum, Assessment & Instructional Coordinator, Adult Education Director, Administrative Secretary, Business Manager, Computer Systems Manager and Maintenance/Facilities Director will be recommended by the Personnel Committee. A report will be made annually to the full Cooperative board at the January meeting.

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