Absent: Representatives Marietta and Martini

Representative Koutnik presented two policies for review, (1) Policy for the Evaluation of Non-Managerial/Confidential Employees and (2) Policy for the Evaluation of Managerial/Confidential Employees. The committee discussed the following, including but not limited to:

- A standard evaluation form
- Establishing measurable goals and outlining the steps necessary to achieve said goals
- Having the Personnel Officer establish a calendar for evaluations, changing the language from anniversary date
- Conducting an evaluation before an employee is made permanent
- How to schedule evaluations in relation to creating the budget
- Each committee having an additional meeting to discuss evaluations prior to evaluations being conducted
- Encourage short, mid and long range planning
- New department heads meeting with their parent committee chair and the Personnel Officer at 6 months
- Outlining the responsibilities of a committee chair

The committee also reviewed the Department Head Evaluation Form and discussed the need to emphasize that the comments section be completed in order to justify the numbers given. The committee discussed reworking the Overall Evaluation sheet and making recommendations to the Admin committee to implement the changes suggested.

There being no further business to discuss, the committee adjourned.