

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: I-Human Resources Management
Section: 1302.90 Personnel Policies
Subject: Staff Evaluation

Policy:

All employees will be evaluated annually with the exception of new employees who will be evaluated 90 days and six months as a part of their probationary period.

Procedure:

1. Supervisors will complete the Tri-County Employee Performance Evaluation form on their employees annually in July/August.
2. The supervisor must discuss the evaluation score with the employee in privacy and obtain the employee's signature. The employee's signature does not acknowledge agreement with the score, just that the evaluation has been discussed with them.
3. Once the evaluation has been completed and all signatures are in place the evaluation will go to the director who will view, sign, and forward it to the human resources supervisor.