

Article IX.A.3.m. Documentation of Secretary and Hourly Secretary Performance

A. Statement of Policy

Documentation of job performance is helpful in maintaining satisfactory levels of work and achievement, and in providing opportunities for planning and communication between the employee and the immediate supervisor.

Letters of commendation and other written reports to document outstanding job performance are encouraged.

Written documentation regarding unsatisfactory job performance shall be submitted by an immediate supervisor.

All performance documentation letters or reports shall be submitted to the Human Resources office for placement in the permanent record file.

Before submission of any performance documentation letters or reports, each employee shall have an opportunity to review them, sign them, and keep a copy. Such signatures indicate only that the employee has read the material and is aware of the contents.

If the employee feels that any performance documentation submitted by the immediate supervisor is incomplete, inaccurate, or unfair, the employee shall have the right to submit to the Human Resources office, within ten days, the employee's own written statement, which shall also be placed in the permanent record file. The employee shall give a copy of such statement to the immediate supervisor.