

REVIEWS

The employees of the District shall be reviewed at least annually by the District Manager on a form provided by the District. The review may result in a recommendation to the Board of Trustees for a raise in pay. The employees may be reviewed more frequently when District Manager finds it would be beneficial to the employee and the District. The District Manger may approve a raise in pay that is within the pay scale of the position. The review and any raise/recommendations will be forwarded to the Personnel Trustee. If Board of Trustee action is required, the Personnel Trustee shall bring forward the recommendation to a Board of Trustee meeting for action. The review and all accompanying documents/comments will be placed in the employee's file.

The Personnel Trustee shall review the District Manger at least annually or more frequently if the Personnel Trustee finds it beneficial to the employee and the District. The Personnel Trustee may raise the pay of the District Manager within the pay scale approved by the Board of Trustees. The Personnel Trustee shall bring his actions forward for formal Board approval. The review and any accompanying documentation will be placed in the file of the District Manage.

Should an employee receive less than a favorable review, the District Manager/Personnel Trustee shall develop a plan to improve the employee's performance. The Plan shall become a part of the employees personnel file. The plan shall be reviewed with the employee within 30 days. That review shall become a part of the personnel file of the employee.

DISCIPLINARY ACTION

Should a violation of any rule/regulation/ policy or procedure of the District occur by any employee the following procedure shall be followed:

- Disciplinary action form approved by the Board of Trustees shall be completed by immediate supervisor
- Employee will be given the completed form and the opportunity to respond. They may submit their response in writing or verbally. They are not required to sign form but will be given the opportunity. The employee shall be given a copy of the form when interview completed.
- If employee elects to make their defense verbally, the interviewer shall reduce their defense to writing and place in personnel file.

- If needed, a plan to correct the behavior that resulted in the Disciplinary action to be documented will be discussed with the employee. The plan will be placed in the employee file and reviewed within 30 days for compliance.
- The Disciplinary Action form shall include a verbal warning, 1st written warning, and 2nd written warning. The reviewer shall mark the appropriate box on the form. The behavior resulting in the Disciplinary action to be taken may not be for the same offense three times.
- The District Manager or the Personnel Trustee may remove the employee from the payroll for that day/s.
- Any recommendation for dismissal as well as the full personnel file must be sent to the Board of Trustee for action.

Approved 5/15/2018 Sharon Denson

Revised _____

Effective 5/15/2018