



# Albany Public Library

[www.albanypubliclibrary.org](http://www.albanypubliclibrary.org)

## UNREPRESENTED EMPLOYEE EVALUATION POLICY

### **PURPOSE:**

All unrepresented personnel, under the Management/Confidential status, will be evaluated at least once each year, by their anniversary date, by their immediate supervisor.

### **POLICY:**

The evaluation will be provided in writing by the employee's immediate supervisor. Evaluations will be conducted using a form approved by the Executive Director and the Board of Trustees. The Executive Director will inform the Board of Trustees of the results of the evaluations of the unrepresented employees, in executive session.

### **RESPONSIBILITY:**

The Executive Director has responsibility for ensuring compliance with this policy. Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210, (518) 427-4300.

### **APPROVED/REVIEWED:**

Adopted: April 2008  
Amended: June 2015  
Amended: October 2017  
Reviewed: October 2021