

**DISTRIBUTION:**

**WHITE: PERSONNEL**

**PINK: EMPLOYEE**

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**OUTSTANDING:** Represents performance which is far above that required for the position. It means ideal, extra ordinary performance. **Very few**

**SIGNATURES:**

held and that he has had an opportunity to read the report. If he refuses to sign for any reason, explain that his signature does not necessarily imply, or indicate, agreement with the report, and that space is provided for him to state any disagreement. Further refusal to sign shall be recorded on the report, and **after being held for 10 days**, will be forwarded to personnel for placement in the personnel file. en

**APPEAL:**

Evaluation reports express the judgment and opinions of **supervisory authority**, and as such, **are not** subject to appeal under rules of the merit system, unless there has been a resultant action taken to suspend, demote, or dismiss a permanent employee.

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