

4005 – BOARD MEETINGS

4005.1

Regular meetings of the Board of Directors shall be held in the CVCS D Building at 13080 Soda Lake Road, California Valley, CA 93453, the first Tuesday of each month at 7:30pm. The structure and conduct of all District meetings shall conform to the applicable sections of the Ralph M. Brown Act and Robert's Rules of Order with the exceptions and additions herein enumerated. Meetings shall not be held on legal holidays. REVISED 2-6-18

8020 - PAY PERIODS [Revised 4/2004]

1. The salaries and wages of all District employees shall be paid *semi-monthly*; *pay periods are the 1st through the 15th and 16th through the last day of the month.*
2. *Pay checks/deposits shall be distributed to employees at noon on the FIFTH day following the last day of the pay period. In the event a pay day falls on one of the holidays listed in Policy #9010, "Holidays" or on a Friday, Saturday or Sunday, the immediately previous working day shall become the payday. REVISED 2-6-18*

8050 - PERFORMANCE EVALUATION

1. This policy shall apply to all employees.
2. The General Manager or other responsible managing employee or his/her designated representative shall conduct a scheduled performance review of each employee prior to the merit advancement date. The performance review shall be conducted annually at budget time.
3. Performance evaluations shall be in writing on forms prescribed by the General Manager or other responsible managing employee. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement.
4. The performance evaluation shall be signed by the evaluator and shall be discussed with the employee.
5. Unscheduled performance evaluations may be made at the discretion of the General Manager or other responsible managing employee or his/her designated representative.
6. The General Manager shall be evaluated by the District Board of Directors in closed session, on the first Tuesday of a November meeting.
7. An Unscheduled performance evaluation may be made at the discretion of the District Board of Directors for the General Manager. REVISED 2-6-18