

**EVALUATION OF COMMISSION DIRECTOR, EMPLOYEES, PUBLIC DEFENDERS AND STAFF OF PUBLIC DEFENDER OFFICES**

The Director of the Commission shall be evaluated by the Commission, once prior to the termination of probation, and upon successful completion of probation shall be evaluated each year thereafter, with his/her evaluation to be kept in the Director's personnel file at the Commission's main office.

Each employee of the Commission's administrative office (Deputy Director and any administrative staff) shall be evaluated by the Director, at least twice within the first six-month probationary period, using a form approved by the Director. The evaluation form shall be filed in the employee's personnel file. Upon successful completion of probation, the Deputy Director shall be evaluated by the Director once per year, with the evaluation to take place in each following May; and any administrative staff shall be evaluated by the Director once per year, with the evaluations to take place in each following May.

Each public defender office established by the Commission will have a designated supervising or lead attorney. This attorney will be responsible for evaluating the other attorney(s) and staff in his or her office at least twice within the first six month probationary period, using a form approved by the Commission Director. The evaluation form shall be submitted to the Director and filed at the Commission's main office in the evaluated employee's personnel file.

The Commission Director or Deputy Director shall evaluate the supervising or lead attorney in each public defender office at least twice within the probationary period, using the above- described form. That, too, shall be filed in evaluated employee's personnel file at the Commission's main office. Upon the successful completion of probation, each employee of the public defender offices shall be evaluated once per year, with the evaluations to take place during the month of May.

If an employee disagrees with the evaluation given, the employee may request it be reviewed by the Director. The Director, the supervisor, and the employee shall all be present at such review.

*Adopted on June 22<sup>nd</sup>, 2006, Amended on March 17<sup>th</sup>, 2009, Approved by RH on July 6<sup>th</sup>, 2010*

*Reference: N.D. Admin Code 4-07-10*