

**From:** Thomas, Karen K.  
**Sent:** Thursday, March 5, 2020 2:20 PM  
**To:** Wurtz, Keith A. <kwurtz@craftonhills.edu>  
**Cc:** Horan, Kevin <khoran@craftonhills.edu>; Opris, Joe <jopris@sbccd.edu>  
**Subject:** CSEA Employee Evaluations Due

Hi Keith.

This is a reminder that the CSEA evaluation due date is approaching. Please review the below list for all your assigned employee evaluations due during the month of April 2020.

LAST AND FIRST NAME	POSITION DESC	LOCATION	Eval Due	EVALUATOR NAME
NEWTON, KELLY	ADMINISTRATIVE ASSISTANT II	CHC	4/30/2020	WURTZ, KEITH

Evaluations are due to HR no later than April 30<sup>th</sup>, 2020. ***These evaluations must be done within the month of April (no sooner than 4/1 and no later than 4/30).***

If you have any questions, please do not hesitate to reach out to me.

Thanks~



**Karen Thomas**

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