

From: Thomas, Karen K.
Sent: Thursday, March 5, 2020 2:19 PM
To: Weiss, Kathryn G. <kweiss@craftonhills.edu>
Cc: Wurtz, Keith A. <kwurtz@craftonhills.edu>; Opris, Joe <jopris@sbccd.edu>
Subject: CSEA Employee Evaluations Due

Hi Kay.

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
TOWNSEND, JONATHAN	INSTRUCTIONAL ASSESSMENT TECHN	CHC	4/30/2020	WEISS, KATHRYN
DONALDSON, DAWN	LIBRARY MEDIA CLERK	CHC	4/30/2020	WEISS, KATHRYN
SUTPHIN, GINGER	ADMINISTRATIVE ASSISTANT I	CHC	4/30/2020	WEISS, KATHRYN
MACIAS, JESSICA	LIBRARY TECHNICAL ASSISTANT II	CHC	4/30/2020	WEISS, KATHRYN
PALKKI, KEVIN	SENIOR THEATRE ARTS TECHNICAL	CHC	4/30/2020	WEISS, KATHRYN
BEDOYA, MICHAEL	LAB TECHNICIAN, ART	CHC	4/30/2020	WEISS, KATHRYN

Evaluations are due to HR no later than April 30th, 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

Human Resources Generalist – Crafton Hills College
San Bernardino Community College District
Human Resources
550 E. Hospitality Lane, Second Floor
San Bernardino, CA 92408
909-388-6948 | Fax: 909-387-1103
[Website](#) | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.