

SUBJECT: PERFORMANCE EVALUATION OF EMPLOYEES

Purpose

Performance evaluations are the responsibility of every manager and an entitlement to every employee. The purpose of employee performance evaluations is to measure progress toward previously established goals and objectives. It is a formal opportunity to recognize accomplishments, identify performance problems and how to correct them, and to set goals for the future. Evaluations justify decisions made regarding promotions, discipline, terminations and rewards.

- 1.0 Managers and supervisors are required to conduct performance evaluations for all professional and classified staff annually. Evaluations will be due for employees at the end of the month containing the anniversary date of their current position. If performance becomes a concern, interim evaluations may be conducted.
 - 1.1 Classified employees will receive an evaluation six months after the position hire date and then annually at the end of the month containing their anniversary date.
 - 1.2 An evaluation for professional staff after the first six months is not required. However, documentation of established goals and objectives and an indication as to whether the employee is, or is not, meeting performance objectives will be required after six months in the position. This can be accomplished by completing the final two pages of the professional staff evaluation form. Evaluations will be completed thereafter at the end of the month containing the employee's anniversary date.
 - 1.3 Human Resources will electronically notify the supervisor who will be conducting the review, and copy the employee, approximately 30 days before the evaluation is due.
 - 1.4 The evaluation forms are available on the Human Resources web site and should be completed by the supervisor, discussed with the employee and reviewed by the second level supervisor. The evaluation will then be sent to Human Resources and placed in the employee's personnel file.
 - 1.5 If an employee does not agree with the evaluation and does not want to file a formal appeal through the appropriate grievance procedure, the employee may prepare an addendum. The addendum will be attached to the evaluation and placed in the employee's personnel file.

