

EMPLOYEE PERFORMANCE EVALUATION PROCEDURE

(THE FOLLOWING POLICY IS A GUIDE AND SHOULD BE MODIFIED TO THE EXTENT NECESSARY TO REFLECT THE PRACTICE OF THE LOCAL UNIT)

EMPLOYEES NOT REPRESENTED BY AN ORGANIZED LABOR AGREEMENT

For Full-Time and Part-Time employees, periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions. A performance evaluation must be conducted for all employees at least annually by (***department heads, Manager, Administrator, etc***). The completed appraisal becomes part of an employee's permanent record. Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Open communication is the key to improvement.

1. **Scheduling:** Employees should be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting between the reviewer and employee should be private.
2. **Confirm Expectations:** The reviewer should review job expectations for each area covered in the evaluation and refer to the job description as appropriate.
3. **Rating:** The reviewer should provide the employee with his/her rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. The evaluation should consider performance during the entire period, not just the recent past.
4. **Discussing Future Plans:** This is where the reviewer should turn the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.
5. **Anti-harassment Questionnaire** – The reviewer should review the "anti-harassment policy" with the employee.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor.

Outstanding means exceptional performance in all areas of responsibility. Planned objectives were achieved well above the established standards and accomplishments were made in unexpected areas.

- **Exceeds Expectations** means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.
- **Meets Job Requirements** means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.
- **Needs Improvement** means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.
- **Does Not Meet Minimum Standards** means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the **(Manager, Administrator, Personnel Liaison etc)**. After review by **(Manager, Administrator, Personnel Liaison etc)**, the form(s) are to be forwarded to the Administrative Clerk for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the **(Manager, Administrator, Personnel Liaison etc)**.

EMPLOYEES REPRESENTED BY AN ORGANIZED LABOR AGREEMENT

Evaluation procedures for employees represented by an organized labor agreement shall at all times be consistent with the current Collective Bargaining Agreement.