IX. PERFORMANCE EVALUATIONS

Section 1. PURPOSE

The employee performance evaluation process is designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.

The primary purposes of the performance evaluation are, as follows:

- to inform the employee of his/her strengths and areas for improvement on the job; serve as a basis for discussion as to how the employee can improve performance; establish goals and expectations for future evaluation; etc.
- evaluation of an employee's potential for promotion.
- identification of areas of training needed.
- basis for disciplinary actions.
- determination of order of layoff.
- determination of suitability for regular status at the conclusion of the new hire probationary period or at conclusion of a probationary period following promotion/demotion.

The Human Resources Department administers the performance evaluation system, including distribution of evaluation forms to departments in a timely manner for probationary and annual performance evaluations.

Section 2. EVALUATION PERIODS

A. PROBATIONARY EVALUATIONS

New hire probationary employees' performance is to be monitored during their probationary period to determine whether or not employment should be continued. Release from probation and appointment to regular status employment is not automatic upon expiration of the designated probationary period. Supervision must conduct a performance evaluation on the appropriate form for probationary employees who are retained throughout the probationary period. The evaluation for a probationary employee who is recommended for regular status must be completed by the end of the probationary period, but no earlier than one week prior to expiration of the probationary period; discussed with the employee; signed and dated by Supervisor and employee; approved by the Department Director, and forwarded to the Human Resources Department for inclusion in the employee's personnel file.

Promotional probationary evaluations are to be conducted to determine whether or not the employee is meeting the expectations of their new position. Release from probation and appointment to regular status employment is not automatic upon expiration of the designated probationary period. Promotional probationary periods are usually 3 months but can be extended with the approval of the Department Director and Human Resources Director. The performance evaluation for a promotional probationary employee, who is recommended for regular status, must be completed by the end of the probationary period, but no earlier than one week prior to expiration of the probationary period; discussed with the employee; signed and dated by Supervisor and employee; approved by the Department Director, and forwarded to the Human Resources Department for inclusion in the employee's personnel file.

B. ANNUAL PERFORMANCE EVALUATIONS

After successful completion of his/her initial new hire probationary or promoted probationary period, an employee shall receive a probationary evaluation, and then an annual evaluation thereafter.

C. SPECIAL EVALUATIONS

A special evaluation may be conducted at any time when, in the opinion of supervision, the employee's performance has deviated from expected standards.

Section 3. EMPLOYEE COMMENTS ON PERFORMANCE EVALUATIONS

Employees are encouraged to comment on their evaluations. If an employee disagrees with the evaluation, he/she may submit a written statement which will be placed in his/her personnel file along with the performance evaluation.