
PERFORMANCE APPRAISALS

All employees shall receive, at least once per year, a performance appraisal which will objectively assess their performance and accomplishments relative to the job description and will be used to develop individualized staff goals, including education and training goals. Appraisals will occur annually, but in no case later than 13 months after the previous appraisal.

Standardized forms will be used to record all formal performance appraisals, which will be conducted by the employee's immediate supervisor. These appraisals will be used to help determine salary reviews, advancements, transfers, layoffs and other personnel actions that are based on merit.

All employees will be given a copy of their performance appraisal to review. Employees are encouraged to include written comments on the review, if appropriate. Employees who disagree with reviews are encouraged to discuss areas of disagreement with his or her supervisor or with the Human Resources Manager or Executive Director. Employees must sign and date their appraisal after all comments have been noted.

Performance appraisals become a permanent part of the employee's personnel file. This information will be held in strict confidentiality, and may only be released to a third party with the prior written approval of the employee.

*Approved BOD 08/30/2000
Approved by Policy Council 01/31/2001*