

STAFF PERFORMANCE APPRAISALS

1 All new full-time and part-time staff are subject to an introductory period of 6 months. During this time the employee's ability to effectively function in the position will be evaluated and the program will provide orientation to the job. A formal performance evaluation will be administered and then discussed with the employee at the end of 4 months in the introductory period by her/his supervisor. At this time the program's short form evaluation will be utilized. This appraisal is intended to inform the individual of the satisfaction or dissatisfaction with her/his performance so that the employee may, with the assistance of her/his immediate supervisor, progress to a satisfactory level of job performance.

2. A second performance evaluation is to be conducted at least five days prior to the end of the introductory period, the result of which will form the basis for the supervisor's recommendation to:

1. Continue regular or temporary employment
2. Add time to the Introductory Period
3. Terminate the employee

At this time the program's 6 Month/Annual Evaluation Form will be completed and the Professional Development Plan will be established. If specific requirements are need upon hire the professional development plan will be written then

3. All employees will be evaluated by their supervisors, utilizing the 6 Month/Annual Evaluation form, prior to the anniversary date of their hire.

Each employee will be given a copy of the evaluation form six weeks prior to their evaluation date' At that time the employee will score each individual task on a scale of 1-5. At least two weeks prior to their evaluation they will return their scored evaluation to their supervisor. The supervisor will review the employee's self evaluation and utilize it as the tool for completing the employee's evaluation. If the supervisor agrees with the score it will remain. If the supervisor disagrees, an X will mark out the score and the supervisor will circle the new score.

In addition, the Growth and Improvement Plan/Professional Development Plan will be written to guide employees' career development over the next 12 months.

This plan will reflect steps staff desire to take in order to improve their skills and abilities in their current position and/or growth toward a different position.

Supervisors should be motivating their employees to seek out training to excel in their positions. Team leaders can assist employees become more aware of training opportunities posted on the website by posting them in their centers.

Introductory employees will again be reviewed utilizing the 6 Month/Annual Evaluation form. Upon successful completion of this period, a Professional Development plan will be written.

An introductory employee will receive three (3) evaluations during the first year of employment.

Prior to an employee receiving a merit increase on the salary scale, they must have a satisfactory written evaluation. Any score of unacceptable or marginal will have a written plan of assistance. No merit increase will be given if an essential job function (*) receives a score of unacceptable or marginal until the task is brought to competency. No merit increase will be given if there are 3 tasks that receive a score of unacceptable or marginal until the tasks are brought to competency.

Please refer to Employment Policies III Employment Practices for other policies governing salary increases.

4. Copies of performance evaluations will be provided to employees and the Human Resource Director for inclusion in each employee's personnel file.

Rating Scale Explanation:

1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency

Performance evaluation schedule

New Hires	4 month evaluation, 6 month evaluation then a yearly evaluation	Professional Development plan to be completed at 6 months, then monitored with review at the yearly evaluation
Promotion	90 day probationary period Hire date will adjust to change in position	6 month/yearly evaluation to be used. Staff must self evaluate performance then turn in to supervisor (s) for completion Professional Development plan to be completed at 6 months, then monitored with review at the yearly evaluation
Lateral Transfer	90 day probationary period Hire date will adjust to change in position	6 month/yearly evaluation to be used. Staff must self evaluate performance then turn in to supervisor (s) for completion Professional Development plan to be completed at 6 months, then monitored with review at the yearly evaluation
Demotion	6 month probationary period Hire date will adjust to change in position	6 month/yearly evaluation to be used. Staff must self evaluate performance then turn in to supervisor (s) for completion Professional Development plan to be completed at 6 months, then monitored with review at the yearly evaluation
Supplemental positions I.E Team Leader	90 day probationary period Hire date will remain the same	6 month/yearly evaluation to be used. Staff must self evaluate performance then turn in to supervisor (s) for completion