

## **14.0 PERFORMANCE EVALUATION**

### **14.1 EMPLOYEE PERFORMANCE REVIEWS**

- 14.1.1 Purpose-Communication** - Employee performance reviews are essential communications process between the employee and the immediate supervisor. Such reviews provide information relating to merit, identify areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between goals and objectives and the individual employee's job performance. The purpose of evaluations is to let employees know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions, merit increases, promotion and termination.
- 14.1.2 Goal-Form Desirable Behaviors** - The goal of the employee performance review process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to measure, review and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.
- 14.1.3 Review Process** - Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth by the Board. Employees and supervisors are required to sign the completed performance review forms. All performance reviews will be reviewed by the Director of Administrative Services and placed in the employee's personnel file. Employees will be provided with a copy of performance reviews.
- 14.1.4 Employees Affected** - All regular employees of the District will be evaluated under this policy. The District Manager shall be evaluated by the District Board of Directors, using a written performance evaluation.
- 14.1.5 Regular Review** - All employees will be evaluated at least annually within the month of January.
- 14.1.6 Supplemental Evaluation** - A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.
- 14.1.7 Orientation Review** - Orientation employees will participate in goal-setting interview/reviews as often as appropriate and will be evaluated in at least two performance progress reviews before being transitioned to regular employee status, with one evaluation taking place at the end of the orientation period.
- 14.1.8 Pay and Orientation Recommendations** - A recommendation for a merit or step increase and/ or passing orientation period to regular employee status, or termination shall be set forth in a performance evaluation as appropriate.