

PERFORMANCE APPRAISAL POLICY

Employees' performance will be appraised at least every twelve months by their immediate supervisor. The formal review will consist of a written appraisal followed by a discussion of the evaluation. Informal reviews should be conducted on a continuing basis.

The appraisal's purpose is to help supervisors evaluate performance in an objective, consistent, and uniform manner. It will be based on job performance and employee qualifications, which will be based on each position's job description and work standards.

Subjective factors, such as personal habits and outside activities, will not be considered.

Supervisors should establish performance standards for each employee in consultation with the employee at the beginning of the rating period. For each basic requirement, a performance goal should be established for each rating period. To the greatest extent possible, the standard should be written so that the success or failure can be easily determined, and the result will not depend solely on the personal judgment of the appraiser.

Employees will have the right to express disagreement with any points made, correct any inaccuracies, and make written comments concerning all aspects of the appraisal.

Employees are encouraged to use performance appraisals as an opportunity to openly discuss with their supervisors their career and personal goals and how they plan to meet them. They should also feel free to bring up any difficulties in their relationship with their supervisor in an open and constructive manner.

Employees will be advised seven days in advance of the performance appraisal so that they will have time to prepare personal thoughts and any written comments they may wish to add to the report.

Performance appraisal is a continuing process. Supervisors should counsel employees regularly, note areas where employees appear to need improvement, and discuss these informally with employees.