

Performance Evaluation

All employees have the right to know how they are performing in the estimation of their supervisor.

For that reason, the Board of Trustees considers it important that there be regular communication between supervisors and employees. That communication should include:

- 1) What is expected of the employee,
- 2) The setting of goals,
- 3) The recognition of achievement,
- 4) The recognition of problems, if they exist, and the suggestion of solutions, and
- 5) An opportunity for the employee to voice their concerns.

At appropriate periodic intervals, supervisors should meet with employees to discuss the items listed above. Such meetings should be held at least annually.

All employees should receive at least one formal performance appraisal during their first six months of employment. Additional evaluations will be conducted for each employee at least yearly.

Performance evaluations will be conducted by each employee's supervisor. In certain circumstances, performance evaluations may be memorialized in writing. Employees receiving written evaluations will have the opportunity to respond in writing. When appropriate, such written evaluations and responses will be submitted to the Chief Executive Officer for review, and a follow up conference. Performance evaluations, and any employee responses, will be maintained in the respective employee's personnel file.

Amended: April 15, 2004; June 2021

Reviewed: July 15, 2010