

## **Employee Performance Evaluation Procedure**

### **Meets Expectations:**

Employee meets performance expectations for the position.

1. Employee and Supervisor meet and complete annual evaluation material.
2. Supervisor forwards completed evaluation materials to the Reviewer.
3. The Reviewer forwards annual evaluation materials to Human Resources.

Note: It is recommended that the supervisor has a conversation regarding the employee's performance six months after the formal annual evaluation.

### **Marginally Meets Expectations:**

Employee has positional criteria or objectives in need of improvement to meet the overall performance expectation for the position. The supervisor's goal is to make the employee aware of these issues and establish a plan to help the employee to improve. This rating does not impact the employee's salary merit increase in the first year. The employee will not receive a salary merit increase if they are rated as marginally meets expectations and were rated marginally meets expectations the preceding year.

1. Supervisor and Employee meet, discuss the employee's performance and the reasons the employee is receiving a marginally meets expectation rating.
2. Supervisor informs Employee that they will conduct a required formal mid year evaluation to discuss their progress in addressing the issues which resulted in the "marginally meets expectations" evaluation.
3. At approximately five months, Human Resources notifies those supervisors whose employees received a "marginally meets expectations" that a required formal mid-year evaluation will be due in Human Resources at the six month point.
4. The Supervisor conducts a required formal mid-year performance evaluation using the same format as the annual evaluation. If the employee's performance has regressed, the employee may be evaluated as "does not meet expectations" in which case a formal performance improvement plan will commence. If the employee is again rated "marginally meets expectations" the supervisor may warn the employee that if their performance does not improve, they may be rated "does not meet expectations" at the end of the annual review period.
5. A copy of the required formal mid-year performance appraisal should be signed by the Reviewer with copies retained by the Supervisor and the Employee. The original will be forwarded to Human Resources to be placed in the employee's file.

### **Does Not Meet Expectations:**

Employee has positional criteria or objectives that do not meet the overall performance expectation for the position. The supervisor's goal is to make the employee aware of the issues and establish a required formal Performance Improvement Plan to help the employee raise their level of performance to that of "meets expectations" within a specific period of time, not to exceed six months. Employees receiving this rating will not be eligible for a salary merit increase. This rating may be given at any time, however, it would most likely be given after an employee has received a "marginally meets expectations" performance appraisal.

1. Supervisor, Employee and a Human Resources representative meet, discuss the reasons the employee is receiving a does not meets expectations rating, and develop a required formal Employee Performance Improvement Plan for employee performance improvement toward the "meets expectation" rating. Said required formal plan will be documented on the employee Performance Improvement Plan form available from the Human Resources Department and will include a timeline for satisfactorily meeting the requirements of the plan. The employee's and supervisor's signatures are required on the formal plan of action as well as the completed annual evaluation material. A copy of the plan of action is kept by the supervisor as well as the employee.
2. Supervisor forwards the signed Employee Performance Improvement Plan form and completed annual evaluation material to the Reviewer.
3. The Reviewer forwards the Employee Performance Improvement Plan and completed annual evaluation material to Human Resources.
4. The Supervisor will periodically meet with the employees and update the Reviewer and the Human Resources office of the Employee's progress or lack of progress in accomplishing the goals of the plan on the Employee Performance Improvement Plan Progress Report form.
5. At any point during the course of the plan, but not later than six months, the Supervisor, Employee and a Human Resources representative will meet to discuss the employee's final appraisal under the Employee Performance Improvement Plan. If the employee has not raised their overall level of performance to that of meeting expectations by that time, the employee's employment will be terminated. If the employee has successfully completed the Employee Performance Improvement Plan, the employee will then return to the normal performance review cycle
6. A copy of the final Employee Performance Improvement Plan Progress Report form will be reviewed and signed by the reviewer with a copy given to the employee. The original will be forwarded to and retained by the Human Resources office.

