**POLICY #: 5 EFFECTIVE DATE: 8/13/13 APPROVED:**

**FULL REMISSION DATE: 4/10/2024**

**SUBJECT:** Personnel Reviews

**POLICY**:

Staff supervision shall include regular evaluation to identify employee strengths, needs for improvement, work deficiencies, and issues for consideration in the supervisor/employee relationship.

**PROCEDURE**:

1. Supervisors and employees are encouraged to discuss performance and goals on an informal, day-to day basis.
2. Formal evaluations (Personnel reviews) will be conducted at the end of the employee’s introductory/probationary period (90 day), and annually thereafter.
3. Formal evaluations may be completed more often, based on a demonstrated need to do so in the supervisor or employee’s opinion.
4. Formal evaluations will be documented in the personnel file of the employee.
5. Formal reviews will include but are not limited to a review of performance of work duties, employee strengths, corrective actions, if warranted, identified training needs, career planning, employee “health”, the supervisory relationship, and completion of the written performance appraisal.

Procedural Process:

1. The supervisor will schedule the formal review and complete the performance appraisal.
2. The employee should be encouraged to complete self-reflection and identify their own assessment of personal development, training needs, improvements & strengths, and opportunities.
3. The supervisor shall review the evaluation appraisal with the employees and have a discussion of viewpoints and progress. Final comments and findings shall be noted on the evaluation appraisal form, along with plans for employee development in the up-coming year.
4. All evaluations and plans/actions/findings shall be forwarded to the Executive Director for administrative review.
5. The completed evaluation shall be placed in the employee personnel file.

**RESPONSIBILITY:**

Executive Director: Oversee policy implementation

Supervisors: Implement policy