

PERFORMANCE EVALUATIONS

The Library shall utilize a performance evaluation program to:

- provide each employee with regular feedback as to his/her job performance;
- assist the employee in becoming more effective in his/her position;
- support the employee in meeting strategic objectives of the library;
- provide an opportunity for the employee to communicate to his/her supervisor any issues regarding employment at the Library.

A performance evaluation shall establish future goals, provide objective feedback of the employee's work during the evaluation period, and evaluate results of work relative to any previous stated goals.

Performance evaluations shall be given to full-time employees annually and be completed prior to the beginning of the fiscal year (prior to July 1). Performance appraisals shall be given to part-time employees semi-annually and be completed prior to the beginning of the fiscal year (prior to July 1) and prior to the beginning of the subsequent calendar year (prior to January 1).

Salary/pay increases and promotions must be supported by a satisfactory performance evaluation.

The completed evaluation shall be retained in the employee's personnel file. The performance evaluation shall be discussed and signed by both the employee and the supervisor to provide evidence that all strengths, areas for improvement, and job goals for the next review period have been clearly communicated. Employees may rebut or comment on, in writing, all or any part of the evaluations. Such responses will be included with the evaluation in the employee's personnel file.

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