

SAMPLE PERFORMANCE EVALUATION SAMPLE POLICY

Purpose:

To provide an objective basis on which to evaluate the performance of employees so that salary adjustments are properly substantiated.

Scope:

All (*PACE program*) employees.

Policy:

- ♦ Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. For performance evaluations/development plans are generally conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards and performance requirements of the new position. Additional formal performance evaluations are generally conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.
- ♦ Performance evaluations are generally scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire.
- ♦ Merit-based pay adjustments may be awarded by (*PACE program*) in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.