

# Evaluations Policy

## Sample Policy #1

### Performance Appraisals

The purpose of performance appraisals is to ensure that the employee is satisfied in his/her work and suitable for the position. The performance appraisal is a time to discuss work demands and job responsibilities, to review policies and procedures, and to address any deficiencies that are noted.

### Introductory Period

All employees have an introductory period for the first 120 days of employment. Introductory periods are used to determine the suitability of an employee to a position and allow them to acclimate to the position. At the end of the introductory period, each employee will be evaluated by their supervisor. Introductory evaluations follow the same format as used for annual evaluations. Upon promotion or transfer involving a substantial change in job responsibilities, an employee will enter a new introductory period and will be given a new anniversary date. There is no merit increase in salary following any introductory period.

### Annual Evaluations

Employees will be evaluated each year on their anniversary date by their immediate supervisor. The supervisor is responsible for explaining the evaluation process to the employee during orientation.

Annual evaluations are an opportunity for coaching to occur and for discussion of concerns or issues. They are also an opportunity for supervisors to meet individually with their employees to provide praise and appreciation for the employee's accomplishments.

Both the employee and the supervisor will sign evaluation documents. The employee's signature does not imply agreement with the evaluation. The employee will be provided with a signed copy. All evaluation forms and related documents will be sent to the Library Director for review. Evaluation forms are maintained in the employee's personnel file.

### Challenges

Following the evaluation discussion, the employee will have three days in which to challenge the evaluation. All challenges must be in writing. All challenges will go directly to the Library Director. After a challenge has been received, a conference will be held with the Library Director. The Director will provide the employee with a written response to the challenge. The challenge and any other supporting documents (including the response) will become a part of the employee's personnel file.

If there is a challenge to an evaluation administered by the Library Director, the challenge will be delivered in a sealed envelope to the Library Director. The unopened challenge will be delivered by the Library Director to the president of the Board of Trustees. The president of the Board of Trustees (or designee) will review the challenge and act as mediator for settlement. The challenge and any other supporting documents (including the president's response) will become a part of the employee's personnel file.

### Merit Increases

A merit increase may be granted to an employee when possible and appropriate. The Library expects an acceptable performance level in order to justify any increase in pay. If an employee reaches the

maximum salary for their particular position's classification, there will not be an annual merit increase unless there is a change in the maximum salary for the classification. The Library does not guarantee annual merit increases.

## **Sample Policy #2**

### **Evaluation of Staff**

The library has instituted a policy of written evaluations so that both supervisor and employee can have an opportunity to review together the duties of the position and the degree to which these duties are being performed. It is at this time that the employee should feel free to express personal thoughts as to possible improvements concerning the work and work environment. The evaluation should give praise as well as constructive criticism and should be viewed as an opportunity for a friendly exchange of thoughts and ideas.

The work performance of all employees is rated by the Library Director by means of an Employee Evaluation Report. After the employee has read the report, it is signed by both the employee and the director. The employee's signature means only that she/he has seen the report and does not signify agreement with it.

Should the employee and director be unable to agree on a point, the evaluation form provides a space for the employee to enter an opinion. Should there be a major disagreement concerning the evaluation, the employee may request arbitration. The director is obligated to enter this request on the evaluation form and to schedule the employee's presence at the next regular meeting of the library Board. The decision of the Board is final.

Performance evaluations shall occur:

- 1) Three months after the appointment of a new employee (mid-point of the provisional period)
- 2) Six months after appointment of a new employee (end of provisional period)
- 3) Annually for all employees and prior to the library Board's annual salary/wage discussion
- 4) Whenever requested by the library Board or deemed necessary by the director

All personnel evaluations are confidential and become part of their personnel file.

The library Board shall evaluate the performance of the director on an annual basis.

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