

PERFORMANCE EVALUATION**SECTION 2.07****Effective Date: October 15, 2015****Approved By: Executive Director *GBR*****PROCEDURE:**

In these instances an Evaluation Plan will be completed by the Supervisor, signed by the Program Director, and approved by the Executive Director. This form will be placed in the employees personnel file upon the completion of their instructional period or annually.

During the evaluation interview the supervisor and/or Executive Director will counsel the employee on areas needing improvement to assure that the employee clearly understands what is expected of him/her in his/her position. The employee shall be given an opportunity to participate in the evaluation process.

Each evaluation shall be signed by the Executive Director and supervisor, and shall be made a permanent part of the employee's personnel record.

Any employee whose work performance does not merit a positive evaluation (that is, receives either the "definitely unsatisfactory" or "substandard" overall rating on the evaluation form) may be placed on probation for a period not to exceed ninety (90) days. This probation must include written notification to the employee of the probation, as well as specific steps to be taken to end probation. During the time of probation the employee is to be given every opportunity, including intensive supervision, to bring his/her performance up to standard. Failure to improve satisfactorily as determined by subsequent evaluation will result in termination.

Any employee dissatisfied with his/her performance evaluation may appeal through the established grievance procedure if it affects their pay or employment status.

The immediate supervisor and/or Executive Director shall be responsible for initiating and conducting employee performance evaluations in accordance with this policy.

FORMAT:

Evaluations of line staff will be utilized on the agency "Employee Performance Evaluation" form available online.

Evaluations of Supervisory Staff will be utilized on the "Supervisory Staff Performance Evaluation" form available in the central office.