

GENERAL INFORMATION

Each evaluation is discussed between the supervisor and employee. This allows the employee being evaluated to participate in the evaluation process.

An employee dissatisfied with an evaluation may make a note in the comment section in writing, and an appointment with the supervisor to discuss the evaluation. If resolution cannot be reached, the employee maintains the right to record her/his disagreement on the evaluation form.

Evaluations are then forwarded to the Program Director and Executive Director for review and approval. The Human Resources Office retains the original copy of the evaluation. Upon the employee's request, a copy of the evaluation is sent to the employee. The copy is sent in a sealed envelope marked "confidential."

INTRODUCTORY PERIOD

All new employees must complete a six month introductory probation period. Performance evaluations are made on the employee's completion of three and six months of employment. An unfavorable evaluation during this period may result in termination of employment.

Satisfactory completion of the six month probation period results in an adjustment to full salary for an employee not paid full salary at hire, as well as a change from introductory probation status to regular employment status.

ANNUAL EVALUATION

An evaluation is prepared and discussed with the employee on the completion of one year of employment and annually thereafter.

If an employee changes positions within the Region, he/she will be given an evaluation prior to the change in position. If the transfer in position involves a promotion to a higher pay grade or major change in job duties, then the transferred employee will be placed on transfer probationary status. Performance evaluations will be scheduled at 3 months, 6 months and annually based on the date of transfer to the new position.

When a supervisor changes positions within the Region, any employee under his/her supervision not having an evaluation within the past 3 months will receive an evaluation prior to the position change.