

# **O U R L I T T L E H A V E N – Policy and Procedure Manual**

## **Performance Appraisals**

It is the policy of Our Little Haven that the employee's immediate supervisor will evaluate the job performance of each employee periodically.

### **Performance Evaluations to be Conducted Annually**

Written performance evaluations will occur annually in the months of May and June. These evaluations will document the employee's job performance, the supervisor's comments and recommendations, an action plan for both the employee and the supervisor, and performance goals for the next evaluation period. Information derived from the performance appraisal will be used to determine the employee's eligibility for merit salary increases or promotions.

### **Ongoing Verbal Reviews**

Verbal reviews of employee's performance may be conducted informally each time the employee performs exceptionally well, needs direction in performing assigned duties, or fails to satisfy the requirements of the job.

### **Documentation of Employee Performance by Supervisor**

Supervisors are encouraged to keep informal written records of significant events concerning the job performance of individuals under their supervision.

### **Basis of Job Performance Evaluation**

The job performance of each employee shall be evaluated on the basis of the experience and training of the employee, the job description, and the attainment of previously set objectives and goals. Factors to be considered in the performance evaluation include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, and acceptance of responsibility. Unless otherwise noted, performance will at least include ratings using a standard tool across all programs and all employees.

### **Employee Participation in the Review Process**

The supervisor (often the Program Manager), employee and other administrative leaders, as necessary, shall meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and performance goals for the period ahead. This "action plan" shall be signed by the employee and the appropriate Program Coordinator for inclusion in the employee's personnel file.

### **Informal Review of Job Performance**

Nothing contained in this policy should be construed to prohibit or discourage supervisors from discussing an employee's job performance with the employee on an informal basis whenever the need to do so arises.