

PERFORMANCE APPRAISAL & APPEALS PROCEDURES

OVERALL PERFORMANCE RATING:

The determination of the overall performance rating is made in conjunction with the core criteria and goals set with the staff member earlier in the year.

DEVELOPMENT PLAN:

The Development Plan provides the opportunity to record and discuss capabilities of the staff member which contribute to performance in meeting each core criteria. Managers will work with Human Resources to develop a Performance Improvement Plan for staff members receiving an "Unsatisfactory" rating. The plan will outline specific goals and time frames in which the employee must progress to achieve performance expectations.

Manager may also work on an informal developmental plan with employees that receives a "Sometimes Achieves" rating. If an employee receives a "Sometimes Achieves" consecutively at the Annual and Mid-Year evaluation, the manager will work with Human Resources to develop a Performance Improvement Plan.

Periodic meetings will be scheduled to discuss and reassess the employee's progress in regards to performance objectives.

SIGNATURES:

The supervisor and staff member should sign the performance appraisal form upon the completion of the performance appraisal meeting. This signature acknowledges that the performance appraisal meeting was held; it does not signify that the staff member agrees with the appraisal content. All performance appraisals will be reviewed and signed by the **Reviewer**. This review must be completed prior to distributing the appraisal copies.

EMPLOYEE COMMENTS:

This section is optional. Any comments a staff member wishes to make may be entered in this designated box. **IMPORTANT:** If additional pages are attached, please note in the Employee Comments box to alert the **Reviewer** and Human Resources that employee comments accompany the performance appraisal form.

PERFORMANCE APPRAISAL MEETING:

All Performance Appraisals must be conducted by the supervisor in a meeting held for the explicit purpose of reviewing performance. The performance appraisal meeting should be scheduled in advance so that the participants can be prepared for the discussions. At the time of scheduling the meeting, the supervisor should communicate to the staff member any requirements for the meeting (such as asking the staff member to come to the meeting with

their self-assessment, asking the staff member to be prepared to discuss **Strengths** and **Areas for Improvement**, etc.)

APPEALS:

If an employee disagrees with the supervisor's evaluation of performance and wishes to appeal the appraisal, the staff member must provide to the **Reviewer** a written appeal stating the reasons for the appeal, and provide a copy to his/her supervisor. If the appeal is denied by the **Reviewer**, the performance appeals process is ended.

Appeals must be filed within five (5) working days of the performance appraisal meeting. If no appeal is filed during this five-day period, the outcome of the performance appraisal will be considered accepted by all parties.