

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-023

SUBJECT: Performance Evaluation

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EFFECTIVE DATE: May 1987

Policy:

It is the policy of Cottonwood, Inc. that the job performance of each employee be evaluated periodically by the employee's supervisor. Information derived from the evaluation will be used to identify training needs, goals, and to determine the employee's eligibility for merit salary increases, promotion and transfer. Information obtained during these evaluations, however, shall not be the sole basis for these decisions. A favorable performance evaluation does not guarantee a salary increase, promotion, or continued employment.

Procedures:

1. Performance evaluation will be completed upon each anniversary date of initial employment. When an employee changes to a new position, they will retain their established evaluation date. The current supervisor is responsible for completing the evaluation and will seek input from the prior supervisor to address the entire year's performance.
2. At the scheduled evaluation meeting, the supervisor and employee shall discuss the job performance, assess the employee's strengths and weaknesses in a constructive manner, set objectives and goals for the period ahead, and review last year's objectives and goals if applicable. The employee shall be given the opportunity to examine the evaluation and provide comments about any aspect of it.
3. The job description will be reviewed at this time (or when turnover occurs) to determine if revisions need to be made, but only when it is a singly held position should changes be suggested at this time to the director of the department. The director must seek administrative approval before a job description is revised for that category of position or for singly held positions. The director, upon agreement with administrators, will release the suggested changes to HR for finalization. Job descriptions do not need to be signed by the employee as part of the evaluation if the job duties remain the same. Job descriptions need only be signed by all signatories when the job description is changed to show that new or changed duties are approved and understood.
4. The evaluation will be signed/approved by the primary supervisor and secondary supervisor and then submitted to HR for finalization. A Personnel Action Form will be submitted to reflect the appropriate salary changes.

5. The Annual Training Checklist (formerly Performance Evaluation Report Form) will be completed annually within the first quarter as per Policy 03-047.
6. If the evaluation contains an unfavorable comment or rating which the employee feels is unfair or unjustified, and the matter has not been resolved to the employee's satisfaction during the discussion with the supervisor, the employee may take further action by using the regular grievance procedure (See Policy No. 03-026) or writing a memo to their personal file stating the employee's justifications.
7. 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.
8. A performance evaluation may be done more frequently than annually for any of several reasons; such as: during the employee's first year in a position, need for any change in the job description, following any changes in procedures, failure of the employee to make necessary improvements following an informal discussion with supervisor, at employees request (if reasonable) and at supervisor's or director's discretion.
9. Employees may cash in unused sick leave as per Policy 03-018 at the time of their evaluation. This benefit may not be available in tight budget years.