

Policy Type: Support Staff

Policy Title: Performance Appraisals

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to explain how performance appraisals are managed.

Policy Statement:

A. New Employees

All new employees shall serve a probationary period of six (6) months, during which time at least two written performance appraisals (one at the end of the second (2nd) month and one at the end of the fifth (5th) month) will be made by the employee's immediate supervisor.

B. Current Employees

All current employees will receive a performance appraisal at least once annually.

C. Procedure

The employee's immediate supervisor shall execute the performance appraisal in writing. The employee will then review and discuss the appraisal with his/her supervisor. The employee shall have the right to comment on or refute any part of the appraisal. This must be in writing and attached to the appraisal.

The original copy is to be retained in the employee's personnel file in the Office of Human Resources, and one copy is to be furnished to the employee.