

**POLICY TITLE: Performance Evaluation**

**POLICY NUMBER: 3130**

3130.1 This policy shall apply to all employees.

3130.2 In order to provide employees with information concerning their employment progress and to identify areas to improve job performance, the employee's supervisor will conduct formal written employee evaluations at least once per year, preferably using the employee's hire date anniversary is desired for an annual evaluation,

Generally, employee evaluations may be performed at three (3) months and/or six (6) months after date of hire and shall be performed near the end of the twelve (12) month probationary period.

An Employee may speak with the employee's supervisor regarding a performance evaluation with which he or she disagrees. If the employee is dissatisfied with his or her supervisor's response the employee may file a grievance as outlined in these guidelines to be considered by a standing grievance committee. At the end of the 12-month probationary period, the District may extend the probationary employee's probation period in order to provide the employee additional time to improve his or her job performance and/or to provide the District additional time to observe the probationary employee's work performance.

If the District has four (4) or more employees, the following paragraph shall apply:

In the event than an employee's supervisor determines that a regular part-time or regular full-time employee's job performance has not improved after receiving a written evaluation, performance the supervisor may elect to establish a performance improvement plan ("PIP"), also known as a performance action plan to provide an employee the opportunity to succeed while still being held accountable for past performance. A PIP shall be used to address either failures to meet specific job performance-related or behavior-related issues. A PIP format shall be developed when a fourth employee has been hired.

3130.3 Ratings. Performance evaluations shall be in writing on forms prescribed by the General Manager or his or her designee. The evaluation shall provide recognition for effective performance and also identify areas that need improvement. All evaluations will have an overall evaluation of Unsatisfactory, Improvement Needed, Satisfactory, Above Satisfactory, or Outstanding.

- Unsatisfactory Work is well below the standard expected of a competent worker in that job position, a majority of the time. Unsatisfactory ratings must be substantiated in a written statement by the evaluator.
- Improvement Needed performance is frequently less than the standard expected of a competent worker in that job position, and improvable with additional training, experience, or effort.
- Satisfactory Work performance consistently meets the standard expected of a competent worker in that job position.
- Above Satisfactory Work performance is generally above the standard expected of a competent worker in that job position, a majority of the time.
- Outstanding Work performance is consistently and distinctly well above the standard expected of a competent worker in that job position; performance is superior.

3130.4 Evaluation Procedure. The performance evaluation must be signed by the evaluator, (i.e., The Board evaluates the General Manager; the General Manager evaluates the employees) as well as the

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## CHRISTIAN VALLEY PARK

employee, and discussed with the employee. Unscheduled performance evaluations may be made at the discretion of the employee's supervisor or his or her designee. An employee may respond to a performance evaluation in writing, which shall be attached to the performance evaluation. An employee shall speak with his or her evaluator regarding a performance evaluation in which he or she disagrees. If the employee is dissatisfied with his or her supervisor's response to a written response to a performance evaluation, the Employee may discuss the performance evaluation rating to the Board of Directors. The employee's supervisor may only modify employee evaluations if there is a compelling reason to do so.