

CATEGORIES

DATE PROPOSED:

DATE OF VOTE:

ACCEPT (Y/N):

The Municipal Ice Complex (MIC) recognizes the need for a performance evaluation system to improve productivity, help employees make constructive changes, open lines of communication, and pursue organizational excellence through employee development. Performance evaluations provide an objective, consistent, and fair way to measure each employee's on-the-job effectiveness. The evaluation process is designed to inform employees of their standing at the MIC and communicate expected standards of performance. The performance evaluation system should:

- Assess an employee's strengths, weaknesses, and potential for growth;
- Encourage and guide the employee's development of his/her special skills and work interests;
- Assure the granting of pay increases and consideration for more complex work based on merit;
- Provide a method of improving operational programs through employee input; and
- Identify training needs.

The Senior Facility Manager (SFM) shall be responsible for the establishment of the employee performance evaluation program. The Personnel Administrator shall be responsible for the implementation of the employee performance evaluation program. All formal performance evaluations shall be made in writing on forms provided by or approved by the Personnel Administrator.

EVALUATION SCHEDULE

All employees will be reviewed 90 days from their date of hire. Annual formal written evaluations of all employees' performance will be conducted at the beginning of each fiscal year, unless another evaluation has been conducted within the previous 60 days. Additionally, informal ongoing employee evaluations are a continuing day-to-day responsibility of the employee's immediate supervisor.

In addition to regularly scheduled performance reviews, additional reviews may be initiated at any time during the appraisal period by either the supervising official or the employee. The supervising official should do so to advise the employee of performance trends, and to identify and resolve job-related problems in a timely manner. The employee, on the other hand, should request a review when needed to review progress and to alert the supervising official early on of any circumstances that may impact his/her ability to achieve the desired level of performance. The number of performance reviews conducted during the year may vary with the specific circumstances of the situation. Such reviews may range from informal evaluations of an employee by a supervisor to formal written performance evaluations.

EVALUATION PROCESS

The employee's supervisor will conduct the performance evaluations. The SFM will then review the evaluation and add appropriate comments as necessary. Evaluations will then be reviewed in a private meeting between the employee and the immediate supervisor. Employees will read their evaluations, make any comments desired, and sign the forms. The completed evaluation is reviewed by the SFM and placed in the employee's personnel file.

The annual formal performance evaluation is a summary of the supervisor's observations of the employee during the past year, as well as a summary of the performance in terms of a variety of job-related factors. The evaluation will also include a plan to identify and develop strengths, identify and improve weaknesses, and record observations of work performance. Proper use of the performance evaluation serves as a means for identifying work requirements and keeping employees and supervisors informed of them, identifying training needs, improving individual performance, recognizing outstanding accomplishments or unsatisfactory performances, helping to strengthen employee-supervisor relationships, and emphasizing the employee's contribution to departmental functions.

The supervisor and employee will discuss specific job-related behaviors evidenced by the employee during the rating period. The supervisor and employee should also discuss the employee's career development plans, special work interests, projects or assignments of interest, and particular training interests or needs. The employee's general observations of the department's programs and especially suggestions for improving assignments, functions, and work procedures should be particularly encouraged. The employee should have the opportunity to discuss any other points and may attach comments to the supervisor's evaluation. The employee should then certify that he/she has reviewed the evaluation and that it has been discussed with him/her. The evaluation will then be forwarded to the Personnel Administrator to become part of the employee's personnel record.

UNACCEPTABLE EVALUATION

An employee receiving an overall rating of less than "Satisfactory" shall be re-evaluated again within three (3) months. Such employee shall be re-evaluated for a third time within six (6) months. If, on the third review and evaluation, the employee again receives less than a "Satisfactory" evaluation, such employee shall be subject to termination.

COMMENTS:

POLICY NAME ORIENTATION AND TRAINING

POLICY NUMBER 2.2.2

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All new Municipal Ice Complex (MIC) employees will be required to complete the new-hire paperwork packet when they start work. Additionally, all employees are required to review and have general knowledge of applicable policies and procedures as described in the Employee Handbook as an introduction to the Municipal Ice Complex (MIC), its operations, its personnel policies, and a review of employee benefits. Finally, all new hires must study the New Hire Training Manual and successfully complete the Point of Sale Exercises.

On-the-job instruction is given to all employees. Employees will also receive additional orientation about general MIC procedures. Managers and/or supervisors are experienced persons who will provide opportunities to learn the safest and best way of completing work assignments.

Employees are encouraged to take advantage of any applicable specialized training opportunities. A manager and/or supervisor can help determine the specific training needed in the job and assist in the appropriate planning of such training.

COMMENTS:

POLICY NAME PROBATIONARY EMPLOYMENT PERIOD

POLICY NUMBER 2.2.3

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The probationary period is an integral part of the hiring process allowing management and supervisors to train, observe, and evaluate an employee's skills, conduct, and attitude, in order to determine fitness for permanent status in the position.

Each new employee shall be required to complete a probationary period to enable supervisors to observe the employee's ability to perform the various duties of the position. The probationary period shall begin immediately upon hire in such position and continue for one (1) year.

COMMENTS: