



Performance Reviews

To ensure that employees perform their jobs to the best of their ability, it is important that they be recognized for good performance and receive appropriate guidance for improvement when necessary. Consistent with this goal, performance will be evaluated by each employee's superior on an on-going basis. Employees will also receive periodic written evaluations of their performance to determine their level of performance, provide recognition for good performance, indicate areas in which improvement in work performance is needed, and provide an opportunity to discuss with their supervisor any concerns regarding performance. Performance will be rated by the supervisor and discussed with each employee. After the supervisor reviews the performance ratings, the employee may comment regarding the evaluation and the employee's signature will be recorded on the appraisal form. Employee evaluations will normally occur before the end of June each year.

All written performance reviews are based on overall performance in relation to job responsibilities, and also take into account conduct, work behavior and record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by the supervisor at any time to advise of the existence of performance or disciplinary problems.

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