

POLICY TITLE: Personnel Evaluations

ADOPTION\LAST REVISION: Adopted 12-12-89, Revised 1-12-93

A. Purpose

Employees need to know how their job performance is viewed by their supervisor. This is done on an ongoing basis during day-to-day operations in an informal manner. However, there is also a need for a formal evaluation where dedicated time is set aside to review past performance, clarify expectations, answer employee questions and discuss the future. Evaluation forms will allow for, and encourage, written employee comments concerning the evaluation. The formal evaluation is also used for purposes pertaining to compensation and merit increases within the wage scale. All formal evaluations will become a part of the employees' personnel file.

B. Types of evaluations.

1. Probationary Evaluations: During an employee's probation period, evaluations will be conducted at the mid-term of the probation period and two weeks prior to the end of the probation period.
2. Annual Evaluations: After the successful completion of the probation period, all employees will have an annual evaluation during the last quarter of the year (timetable to be set by the Director). Supervisors may schedule additional evaluations at any time it is deemed necessary or useful.
3. Exit Interview: All employees will receive an exit interview prior to their retirement or date of termination. The purpose of this interview is more to assess the employee's evaluation of the organization than to evaluate the employee.

C. Evaluation Responsibilities

1. Section Supervisors are responsible for the formal evaluation of all employees assigned to their section. Evaluations to be reviewed by the Director.
2. Supervisors, custodial and business office staff will be evaluated by the Director.
3. The Library Director will be evaluated by the Board of Trustees during the same period designated for staff evaluations. The Personnel Committee will conduct the evaluation and make their recommendation to the full Board.
4. The Personnel Committee will meet with the Director subsequent to the Board meeting to gather information, may go to closed session without the Director to discuss

and formulate its report, and again meet with the Director to discuss its findings. If the two parties are not in agreement with the report, the Director may attach a written statement explaining his or her opposition to the findings. This will become part of the report to the Board. It is understood that the Board may use this evaluation of the Director for purposes pertaining to compensation, benefits, tenure and retention of the Director, who serves at the pleasure of the Board of Trustees.