

Warren-Newport Public Library District **Staff Manual**

209 Performance Evaluation

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Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position (See Policy 205 Introductory Period.) Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning on November 1.

Merit-based pay adjustments are awarded by the Warren-Newport Public Library District in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. Any employee hired between August 1 and October 31 will be ineligible for a merit increase that cycle. An employee who receives a performance evaluation that does not meet expectations will be placed on a 90-day introductory period, after which a second performance evaluation will be conducted. This second evaluation may result in a merit-based pay adjustment effective the first pay period following the second evaluation, if that evaluation meets or exceeds expectations. If the second evaluation also does not meet expectations, the employee will be subject to disciplinary action.