

## **Performance Evaluation – Unclassified Employee**

Performance and task standards are established for each position. Within thirty (30) days of hire supervisors should communicate performance and behavioral expectations so that there will be a clear understanding as to what is considered standard performance of the tasks assigned. Employees are evaluated annually, generally during the last quarter of the fiscal year. To ensure that employees perform to the best of their abilities, it is important that they are recognized for good performance and receive appropriate suggestions for improvement when necessary. Consistent with this goal, employee performance will be evaluated on an ongoing basis. Employees will also receive periodic written evaluations of their performance. Failure to perform duties satisfactorily will result in the employee's termination.

All written performance reviews will be based on overall performance in relation to job responsibilities and will also take into account conduct, attitude, attendance and tardiness along with other job-related factors. In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by supervisors at any time to advise employees of the existence of performance or disciplinary problems.

Employees will have the opportunity to attach any comments regarding a supervisor's evaluation to the appraisal form once the supervisor reviews the performance rating with the employee.