

REDWOOD COAST ENERGY AUTHORITY

EMPLOYEE PERFORMANCE REVIEW POLICY

Purpose:

The Redwood Coast Energy Authority, hereinafter the Authority, requires annual performance evaluations of all employees in order to create and maintain an environment of workplace excellence and for accountability to the public we serve.

Statement of Procedure:

Annual employee performance evaluations are shown to increase the effectiveness of employees in fulfilling the mission, values, and goals of their organization. Regular performance evaluations also assist employees in carrying out their assigned tasks and in selecting professional development activities which encourage personal and professional growth. Performance evaluations are also tools that organizational management may utilize for succession planning in that they identify employees who should be coached for future professional and management level positions. Employee evaluations are based on job expectations that are clearly defined by the supervisor in open communication with the employee.

The immediate supervisor shall have the responsibility for evaluating the employee's job performance throughout the year, and if the need arises, holding periodic coaching sessions with the employee to discuss ways to improve current job performance. Annually based on the designated steps contained in this policy, the supervisor and employee will have face-to-face meetings to discuss the employee's assigned duties and performance, emphasizing strengths, and areas needing improvement in job performance. All such meetings should be utilized as a learning tool to identify areas of improvement which maximize the attainment of organizational goals and promote workplace excellence.

1. Initial Employment Period: All new regular employees shall be evaluated during their first twelve (12) months of employment, and annually thereafter. This review will be part of the employee's evaluation during the initial employment period and shall serve as a basis for recommending continued employment after completion of the Initial Employment Period. During the initial employment period the immediate supervisor should meet with the employee to evaluate the employee's performance at least every two to three months. After the first three months, the supervisor shall provide the employee with a written evaluation utilizing the Initial Employment Performance Evaluation Form and discuss the

findings with the employee. Prior to the completion of the initial employment period the immediate supervisor will meet with the employee and discuss his/her performance and the results of the evaluation of his/her initial employment period, including any merit increase being recommended.

If the employee successfully completes the initial employment process a copy of the signed evaluation will be placed in the employee's personnel file. The employee shall be evaluated annually thereafter.

2. Annual Evaluation for Regular Employees: All regular employees will be evaluated annually using the Annual Employee Evaluation Form. Immediate supervisors are permitted some flexibility in scheduling the steps in the following process; however, all three steps must be completed for each employee no later than the employee's anniversary date of appointment in their current classification.

Steps in the Annual Performance Evaluation Process:

Step 1. Planning Period. The Planning period will normally occur early in the work year. During the Planning Period, the immediate supervisor will meet with the employee to discuss the employee's job description, prepare a work plan with objectives and establish a professional development plan for the coming year.

Step 2. Mid-Year Review. The Mid-Year Review will normally occur sometime in the Second or Third Quarter of the Work Year. During the Mid-Year Review meeting, the immediate supervisor and employee will meet to review and update the work plan and objectives and revise, as necessary. The employee should bring supporting documentation of their accomplishments and the supervisor should bring supporting documentation of exceptional or unsatisfactory performance during the review period.

Step 3. End-of-Year Review. The End of Year Review will occur near the employee's anniversary date of appointment in his or her current classification. During the End of Year Review meeting the immediate supervisor and the employee will meet to review and update the work plan and professional development plan, if needed. Prior to the meeting, the employee will provide a self-evaluation and, during the meeting the supervisor will provide his/her direct feedback regarding the employee's performance during the past year indicating what his/her recommendations will be in the End of Year Review. The supervisor will then complete the Annual Evaluation Form in a timely manner and provide the employee with a copy. The employee will have two (2) work days to review the evaluation and to either sign the evaluation as provided or to make any written comments which may be attached to the evaluation form prior to placement in the employee's personnel file. If the employee declines to sign, the employee's decision will be noted on the form before it is placed in the employee's personnel file. Failure to perform timely performance evaluations on

subordinate employees by a supervisor may be grounds for the denial of the supervisor's annual merit increase by the Authority's Executive Director.

Immediately following the completion of the End of Year Review the immediate supervisor shall schedule a follow-up meeting with the Employee to schedule and begin the Planning Period steps in the next Annual Performance Review cycle.

Nothing contained within this policy on Performance Evaluations shall be interpreted to provide any employee to a claim to permanent employment with the Authority. The Authority policy statement regarding at will employment for all staff remains as stated in the Employee Handbook as adopted by the Board of Directors.