

EMPLOYEE PERFORMANCE REVIEW POLICY

(REVISED: June 25, 2026)

Purpose

The purpose of this policy is to establish a consistent and equitable process for evaluating employee performance. Regular performance reviews support employee development, organizational accountability, succession planning, and alignment with the RCEA's mission, values, and operational goals. Performance evaluations are intended to promote continuous improvement and open communication between employees and supervisors.

Scope

This policy applies to all regular employees of RCEA, including exempt and non-exempt staff. Employees who are serving an initial probationary period shall receive performance evaluations every three (3) months during the probationary period. Following successful completion of probation, performance reviews shall be conducted annually unless otherwise specified by management or required due to changes in position, performance concerns, or organizational needs.

Statement of Procedure

Employees shall receive a formal written performance evaluation at least once during each twelve-month period. The review period and due dates will be established by Human Resources.

Performance evaluations shall be completed by the employee's immediate supervisor using RCEA's approved evaluation form. Evaluations will assess, at a minimum:

- Achievement of assigned duties and responsibilities
- Quality and timeliness of work
- Communication and collaboration
- Compliance with Authority policies and procedures
- Professional conduct and accountability

Supervisors are expected to provide balanced, factual, and job-related feedback and to document performance in a clear and objective manner.

Immediately following completion of the annual review, the supervisor shall schedule a follow-up meeting with the employee to discuss goals, expectations, and development objectives for the upcoming performance cycle. Employees shall be given the opportunity to review their completed evaluation and provide written comments prior to

placement in the personnel file. Employees will have two (2) working days to review and sign the evaluation. An employee's signature acknowledges receipt of the evaluation, not necessarily agreement with its contents.

If an employee declines to sign the evaluation, the supervisor shall note the refusal on the form before it is submitted to Human Resources. Completed and signed performance evaluations shall be submitted to Human Resources for review, processing, and permanent placement in the employee's personnel file.

Performance evaluations may be used in support of personnel actions, including merit increases, corrective action, or professional development planning.

Evaluations During Leave Periods

Performance evaluations shall be conducted in a manner that is consistent, fair, and compliant with applicable federal, state, and local leave laws. Under no circumstances shall an employee be evaluated, rated, or disciplined based on the lawful use of leave. Human Resources shall be consulted regarding the timing and administration of performance evaluations impacted by any leave of absence to ensure compliance and consistency.

Protected Leave

An employee's use of legally protected leave, including but not limited to FMLA/CFRA, Pregnancy Disability Leave, military leave, or other statutorily protected leave, shall not negatively impact the employee's performance evaluation, eligibility for merit increases, or other employment benefits.

When an employee is on protected leave at the time a performance evaluation is scheduled, the evaluation shall be deferred and completed upon the employee's return to active work status, provided they have worked a sufficient portion of the evaluation period prior to the leave. The evaluation shall be based solely on the employee's performance during periods when the employee was actively working and shall not consider time spent on protected leave.

When an employee has not worked a sufficient portion of the evaluation period prior to the commencement of leave to permit a meaningful assessment of performance, the performance evaluation may be deferred until the employee has worked a sufficient period to allow for an equitable evaluation.

Personal Leave

When an employee is on personal leave at the time a performance evaluation is scheduled, the evaluation shall be deferred and completed upon the employee's return to active work status. Performance evaluations will be based on the employee's performance during periods of active work and will not be negatively impacted by the

use of approved leave.

Extended personal leave may result in adjustments to evaluation timing, goals, or review periods, as appropriate, to ensure an accurate and equitable assessment.

Relationship to Compensation

Performance evaluations are a key factor in determining merit-based compensation adjustments; however, they do not guarantee a salary increase or other employment benefit. Any merit increase or compensation adjustment is contingent upon individual performance, organizational considerations, and available funding, and shall be administered in accordance with RCEA's Employee Compensation Policy and subject to review and approval by Human Resources.

Policy Review

This policy may be reviewed and updated periodically to ensure consistency with organizational needs, employment law, and best practices. Revisions shall be approved in accordance with the Authority's policy adoption procedures.