



## PERFORMANCE EVALUATIONS

---

### **POLICY**

All employees shall receive, at least annually, a performance appraisal that will objectively assess their performance and accomplishments relative to their job description.

### **PROCEDURE**

Standardized forms will be used to record all formal performance appraisals, and all individuals supervising the employee will contribute to the review. These records will be used to help determine salary reviews, advancements, transfers, layoffs and other personnel actions, which are based on merit.

Employees will be given the opportunity to review, discuss and receive a copy of his/her performance appraisal. Employees are encouraged to include written comments on the review, if appropriate. Employees who disagree with appraisals are encouraged to discuss areas of disagreement with their supervisor, or with a human resources representative. Employees must sign and date their appraisal.

Original performance appraisals become a permanent part of the employee's personnel file. This information will be held in strict confidence, and may only be released to a third party with the prior written approval of the employee.

**THIS IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.**