



Series: 1200 Human Resources

Policy Name: Performance Assessment

Policy Number: 1242

Origination Date: 05/29/15

Revision Date: 07/01/19

Policy: Communities Connected for Kids (CCKids) emphasizes ongoing performance management of staff and requires an annual formally documented review of staff performance and development planning.

Procedure:

1. New staff, newly promoted staff, staff in a new position will receive two performance assessments during their first year. Existing CCKids staff will receive one performance assessment each year.
2. New staff, newly promoted staff, staff in a new position and staff that have transferred to a new location will be assessed using the CCKids Performance Review form at the conclusion of 90 days in their position.
3. All staff will be assessed annually during the month of November using the CCKids Performance Review Form. Staff will be eligible for an annual assessment as long as three months in their new position have concluded prior to November 1st.
4. Staff on an approved leave of absence will have their annual assessment conducted upon their return to work under the following guidelines:
 - a. Staff who are on leave of absence for twelve weeks or less will receive their annual assessment as soon as they return to work and any applicable merit increase will become effective their annual assessment scheduled date.
 - b. Staff who are on leave of absence longer than twelve weeks will receive their annual assessment 90-days after their return to work and any applicable merit increase will become effective on their return to work date.
5. All annual assessments must be completed in their entirety to include comments, a self-assessment and signatures of the employee and two levels of supervisor. Additionally, if indicated on the assessment, an Individual Development plan may also be required.
6. The 90-day assessment will be considered late if signed by the employee after their 3-month anniversary. The annual assessment will be considered late if signed by the employee any time after November. Assessments that must be returned for corrections will be considered late unless corrections are received prior to due date.

Approved: Carol DeLoach

Carol DeLoach, CEO
07/01/19