

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>		<u>TITLE OF POLICY</u>
PE-04		Employee Performance Evaluations
Approval	D/M/Y	Resolution #
Amended	12/12/16	16.368

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for conducting employee performance evaluations and addressing evaluation appeals.

1. Policy

- 1.1** All Town of Vulcan permanent full-time or permanent part-time employees shall be subject to performance evaluation reviews in order to measure on-the-job performance and to indicate future direction for the employee.
- 1.2** The performance evaluation review shall be completed within six (6) months after hire and annually thereafter. More frequent reviews may be required as determined by the Chief Administrative Officer.
- 1.3** The Employee has a right to appeal his/her review and shall do so in writing within ten (10) days of the completed evaluation, substantiating their reasons for appeal of the evaluation.
- 1.4** Council as a Whole shall form the Appeal Committee and will require a minimum of 4 members to form a quorum to hear any appeals.
- 1.5** The Performance Evaluation Form is attached forming Schedule “A” of this policy.

- END OF POLICY-



TOWN OF VULCAN EMPLOYEE PERFORMANCE EVALUATION

Employee Information			
Employee Name:		Date:	
Position:		Period Of Review:	
Reviewer:		Reviewers Title:	

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Productivity					
Work Quality					
Technical Skills					
Work Consistency					
Enthusiasm					
Cooperation					
Attitude					
Initiative					
Work Relations					
Creativity					
Punctuality					
Attendance					
Dependability					
Communication Skills					
Overall Rating					

Opportunities For Development

Reviewers Comments

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this performance evaluation.

--	--	--	--

Employee Signature

Date

Reviewers Signature

Date