


Category:	Employee Accountability	<p align="center">INCA Community Services Personnel Policy</p> 
Sub Category:	Performance Expectation	
Effective Date:		
Revised Dates:	10/28/2012, 01/27/2014, 4/18	
Forms:	Employee Performance Evaluation Form, Management Performance Evaluation Form, Employee Progress Form,	
Responsible: Supervisors		

Employee Performance Evaluation

Purpose/Introduction

Employee evaluation is a process of appraising job performance and involves the analysis of the employee's work by the employee and his/her supervisor. Evaluations are an essential part of staff development. Through this process, the employee's interest and the supervisor's attention are directed toward developing the skills and abilities of the employee. It affords an opportunity for the supervisor and the employee to review progress. The employee's' evaluation process is essential to career development and upward mobility programs.

Conducting Performance Evaluations

- Regular employees (full and part time) will be evaluated annually.
- Evaluations for each program will be prepared during a designated month set by the Executive Director each year.
- Introductory employee progress will be reviewed upon the completion of the first 90 days (3 months) of holding the position.
- Evaluations are not required on temporary, on-call employees, interns, or consultants.
- On-call employees may be evaluated if they work more than 35 hours a month and/or 450 hours in a year. This will be determined by the Program Director and Executive Director.

Special Evaluations

Special evaluations may be prepared by supervisors when the employee's job performance warrants documentation of exceptional, meritorious service or become so inadequate that it dictates placement on probation or recommendation for termination. Special evaluations may also be prepared as determined by the Executive Director.

Forms

- Forms to be used for employee evaluations will be obtained by the appropriate management staff from the Human Resource Director or agency website.
- The same evaluation forms will be used by all programs. Evaluation forms will not be designed by individual divisions or sections.
- If a specific mission or project requires additional items of rating, addendums to evaluation forms, if approved by the Executive Director may be designed.

Guidelines

- Evaluations will be prepared by the appropriate supervisor, reviewed and approved (maybe hard copy or electronically) by the Program Director and Executive Director before the evaluation is given to the employee.
- Management staff working directly with employee may comment in the designated section of the evaluation form or attach comments.
- Evaluations will be discussed with the employee and he/she will be afforded the opportunity to comment on the evaluation form in the designated section.
- Job Descriptions will be also be reviewed and signed each year (See Staff Position/Job Description)
- Evaluations will be signed by the employee, supervisor, program director and Executive Director. If an employee refuses to sign an evaluation, the supervisor will note this fact in the section where the employee would normally sign.
- Employees will not be furnished a copy of their evaluation form until it has been completed and reviewed by all parties concerned.

On-going Evaluation

It will be the responsibility of each supervisor and management to periodically evaluate and counsel employees under their supervision in regard to their strengths and weaknesses. This action must be effected on a recurring basis and not solely at the time of the required evaluation.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.