



## **Annual Performance Evaluation Policy and Procedures**

### **Purpose**

The annual performance evaluation process provides a means for discussing, planning, and reviewing the performance of each employee. Annual evaluations may influence wages, promotions, and transfers, and it is critical that supervisors are objective in conducting employee evaluations and in assigning overall performance ratings.

### **Eligibility**

All full-time employees are provided an annual employee evaluation. If the employee has been here less than the evaluation period, an evaluation is completed based on their performance for the time they were here.

### **Annual Performance Evaluation Schedule**

The evaluation period is October through September. Each Supervisor is responsible for the timely and equitable assessment of the performance and contribution of their employees. Employee Evaluations are conducted annually following the scheduled below:

- ✓ Supervisors to complete the evaluations
- ✓ Supervisors to meet with employee(s)
- ✓ Final evaluations are to be submitted to HR

### **DUE BY**

No later than September 30<sup>th</sup>  
October 1<sup>st</sup> – October 15<sup>th</sup>  
October 22<sup>nd</sup>

### **Processes**

1. Direct Supervisors are responsible for the completion of the employee evaluations using the Township approved Employee Evaluation within isolved. The completed evaluations must be submitted by the due dates set forth above.
2. Supervisors shall have individual meetings with each direct report to review and discuss the evaluation. Employees will be given an opportunity to add any comments when reviewing the completed evaluation within isolved. Employees will sign/acknowledge the evaluation at the conclusion of the meeting.
3. After the evaluation has been finalized, a copy of the employee's evaluation will be placed in the employee's personnel file. The final, completed evaluation will be available in the employee's Performance Review History in isolved for their record.

If an employee disagrees with their score, they have the right to request a review of all or part of their evaluation. They must submit a request in writing to the Director of Human Resources. The review will be conducted by the Director of Human Resources along with the employee's direct supervisor, the Department Head, and the Township Manager. A response will be provided to the employee both verbal and in writing.