

# POL.P.01.13 - Performance Reviews Policy

## **Purposes for Performance Reviews**

The Park District has a formal performance review system for full-time and part-time employees to provide a means of evaluating employees' performance and progress. Performance reviews assist the Park District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, and salary adjustments. Performance reviews are an essential part of an employee's personnel records.

## **Frequency of Reviews and Performance-Based Increases**

All full-time and part-time, year-round employees should receive an annual performance review. In addition, full-time employees generally will receive a mid-year performance review. A review may be conducted more frequently, if an employee's job responsibilities change substantially during the year. Formal evaluations for full-time and part-time staff are conducted by the immediate supervisor on a pre-determined annual schedule. Performance-based pay increases, if any, generally are processed to take effect on a pre-determined annual schedule. All new employees should be reviewed after the first six months of employment or at the end of the Introductory Employment Period. The timing of pay adjustments for new employees following the Introductory Employment Period, if any, should be factored in to the annual review schedule and agreed upon at the time of hire.

Short-term and Seasonal employees should receive a performance review at the end of each season. Performance-based increases, if any, should be considered at the start of the next year's season.

## **Informal Review of Employee Performance**

In addition to scheduled performance reviews, the immediate supervisor, Department Head, or Executive Director, or all of them, may observe and informally evaluate employee performance on a daily basis. An employee will be notified about deficiencies in work performance or inappropriate conduct.

## **Unsuccessful Review**

If an employee receives an unsuccessful performance review, that employee will be ineligible for a merit pay increase and, in addition, may be subject to disciplinary action up to and including termination of employment.

## **Appeal of Formal Performance Review**

If an employee disagrees with a formal performance review, that employee may request a meeting with the immediate supervisor to discuss the performance review. If that employee still disagrees with the review after the meeting, that employee may submit a written request for a meeting with the next higher level supervisor. The decision of the next higher level supervisor is final.