



The Center for Family and Child Enrichment
"Cherishing Our Children Since 1977"
Operational Policies and Procedures

Policy #: 6.1

Section: HR 6

Subject: Performance Evaluations

PERFORMANCE EVALUATIONS

PURPOSE

To provide an objective and fair mechanism to determine an employee's job performance and suitability for continued employment.

SCOPE

This policy applies to all CFCE employees.

POLICY

All employees are to have an annual review of their performance within 30 days of the employee's anniversary date.

PROCEDURE

Employees are to be given frequent feedback on performance during the year through supervisory conferences.

If the employee's performance is not satisfactory any problems should be noted and a corrective action plan formulated with recommendations for improvement.

The employee's annual performance evaluation is not to be used as disciplinary tool. Negative situations which have not been discussed with the employee should not appear in the evaluation.

Evaluations of each employee is written in accordance with an approved description of the position, account abilities and goals. Evaluations of each staff member are written annually. They are discussed with the employee by his immediate supervisor.

Evaluations should be reviewed by Human Resources for consistency and technical sufficiency prior to sharing with the staff member.

The employee's own appraisal of his performance is a part of the evaluation process. Employees have the right to express objections to the appraisal in writing, which is to be attached to the evaluation. The employee reads the evaluation and if there is a lack of



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agreement between him and his supervisor on any points, both opinions are included in writing. The decision with respect to these differences rests with the CEO.

Signing the evaluation does not constitute agreement, only that the evaluation has been shared with the employee and he/she has read it. If an employee refuses to sign the evaluation, the supervisor should ask another supervisor to serve as a witness and write in the space for the workers signature.

Employees are to receive a copy of the evaluation, and the original is kept in strict confidence in the employee's personnel file.

When a supervisor leaves the Agency, an evaluation of the supervisor is written before his departure.

When an employee leaves the Agency, his/her evaluation is completed before his/her departure.