

# *North Olympic Library System*

## **Policy 2-5 Staff Performance Appraisal Program** Adopted by NOLS Board, May 1, 1977 Latest Revision adopted by Board: 4-24-05

### A. POLICY STATEMENT

The continued success of the Library is directly related to the effectiveness and continued development of its staff. It is the policy of the Library to provide a program to appraise the performance of staff members annually in writing and in accordance with defined, job-related criteria.

### B. PERFORMANCE APPRAISAL - NEW STAFF MEMBERS

1. The work performance of a new regular staff member shall be evaluated by the Supervisor during the third (3rd) and fifth (5th) months of continuous employment.
2. The three month performance appraisal is designed to introduce the new staff member to the Performance Appraisal Program and to provide an initial evaluation of the staff member's progress and overall level of work performance since date of hire.
3. The five (5) month performance appraisal is designed to provide a complete evaluation of the staff member's overall work performance prior to attaining regular employment status upon completion of the six (6) month initial orientation period.

### C. PERFORMANCE APPRAISAL - REGULAR STAFF MEMBERS

The work performance of a regular staff member shall be appraised annually to ensure that the employee is meeting the performance standards of the particular position.

### D. PERFORMANCE APPRAISAL FORMS

The Exempt and Nonexempt Performance Appraisal forms provide defined performance factors to ensure that each staff member is evaluated in accordance with the same criteria and to ensure continuity for subsequent performance appraisals.

### E. APPROVAL OF PERFORMANCE APPRAISAL FORMS

1. Each Performance Appraisal form is to be reviewed and approved by the Personnel Manager and/or the Library Director prior to any discussion with the staff member.
2. The Performance Appraisal forms are reviewed to ensure consistent appraisal standards have been applied throughout the Library and that those standards are reasonable and desirable.

## F. PERFORMANCE APPRAISAL CONFERENCE

1. A private conference is to be held between the staff member and supervisor following approval of the Performance Appraisal form by the Personnel Manager and/or Library Director. **The entire performance review program is only as effective as the staff member/supervisor conference.**

2. The objective of increasing a staff member's performance and effectiveness is dependent upon a properly conducted Performance Appraisal conference. It is to be accomplished in a sincere and frank manner to ensure the staff member knows what is expected, what the standards are for the position, and what the staff member's performance has been in relation to those standards.

3. The staff member is to acknowledge that the Performance Appraisal has been discussed with him or her by signing the form in the space provided. The staff member's signature shall not be construed to be agreement by the staff member with the Performance Appraisal.

4. The staff member may prepare and attach optional comments pertaining to the Performance Appraisal if desired.

5. The completed Performance Appraisal form shall be returned to the Personnel Manager for filing in the staff member's personnel file.

## G. SPECIAL PERFORMANCE APPRAISAL CONDITIONS

1. If a staff member has remained in the same classification during an appraisal period but has reported to more than one supervisor during the past thirty (30) days, the staff member is to be evaluated jointly by the former and present supervisor. The Performance Appraisal form is to be signed by both supervisors and the Performance Appraisal conference shall be conducted by the staff member's present supervisor.

2. If a staff member is transferred or promoted to a new position classification and under a different supervisor within sixty (60) days of the next Performance Appraisal, the staff member is to be evaluated by his or her present supervisor prior to the date of transfer or promotion. The staff member will not normally be given a Performance Appraisal covering his or her performance in the new position classification on the next regularly scheduled appraisal date. (This will result in a maximum of 14 months between regularly scheduled Performance Appraisals.)

3. Special Performance Appraisals may be initiated by a supervisor between normally scheduled Performance Appraisals in the event a staff member has maintained an exceptionally high level of overall job performance that should be formally acknowledged with the staff member or inferior overall job performance that should be remedied and improved through counseling. It is most desirable that any special Performance Appraisals occur midway between the staff member's annual Performance Appraisals.

## H. ADMINISTRATION

The Library Director shall be responsible for the administration Staff Performance Appraisal Program policy.