

CHAPTER 3: PERFORMANCE EVALUATIONS

3-1. Purpose

The performance evaluation assists an employee in understanding how he/she is performing. The evaluation also serves as a tool for employees to set goals with their supervisors, and to review progress in job performance toward those goals. The overall purpose of the evaluation is to maintain or improve the high quality level of work performance of Village employees. It is the Village's policy to recognize and reward meritorious performance based on the employee's performance evaluation which could result in a 0% to 5% increase in pay, as set forth in Chapter 2, Section 2-5 (Compensation Plan).

3-2. Probationary Employees

The probationary period is one year from the date of employment. An employee who attains a satisfactory evaluation after one (1) year of service will be considered a non-probationary employee. In the event of an interruption of service or for other purposes, a probationary employee's evaluation may be extended by approval of the Village Manager.

3-3. Non-Probationary Employees

An effort will be made to evaluate employees annually, or at such intervals as the Village Manager deems necessary and/or appropriate. Department heads and supervisors are encouraged to provide performance related feedback to employees throughout the year. An unsatisfactory evaluation may result in a 90-day probation period in which a performance improvement plan shall be written by the supervisor with the employee effective the date of the performance review. At the end of the 90-day review period, the employee will be evaluated for performance improvement only, and will not be eligible for any merit raise until the next annual performance evaluation. Failure to improve after this probationary period may result in termination of employment.

3-4. Non Eligible Employees

Permanent employees hired after April 1st are not eligible for a merit pay increase. The employee's manager may still opt to give the employee a performance review. The manager should explain to the employee that the review will have no bearing on pay for the upcoming fiscal year, rather the review is given to them to provide feedback.

3-5. Below Expectation Rating

Only overall ratings that are "Below Expectation" rating, 0 – 1.9, may have access to the grievance procedure for appeal.