

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Employee Performance Evaluations

CHAPTER: IV

SECTION: 4

EFFECTIVE DATE: 9/78

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I. STATEMENT OF POLICY

Individual employee work performance should be formally evaluated by the employee's immediate supervisor at least once each year (or more often, if so determined by the department head). Evaluations should be standard practice in all departments, offices, and libraries.

II. GUIDELINES

A. Evaluation Process

1. Each employee's performance should be formally evaluated on an annual basis. Evaluations may occur more frequently, either for all members of the department or for individual employees when conditions warrant.
 - a. Where formal evaluations are scheduled only on an annual basis it is suggested they be completed on or about the

- employee's anniversary date or increment date.
- b. Supervisors may use their discretion in scheduling the annual evaluations, so long as all employees are evaluated in a timely and uniform fashion.
2. Employees should be evaluated by their immediate supervisors or by whoever is determined to be the most appropriate evaluator.
 - a. Each evaluation must be reviewed by at least one higher level of supervision or administration.
 - b. If an employee reports to or regularly receives assignments from more than one supervisor, two (2) or more supervisors can prepare a "joint" evaluation on which they mutually agree; or one (1) supervisor can be selected to prepare the evaluation and conduct the interview.
 3. The appropriate Employee Evaluation Form should be utilized to formally document the evaluation. There are three (3) types of evaluation forms which can be found on the Intranet:
 - a. One for pages/senior pages;
 - b. One for employees other than page staff, who do not serve in a supervisory capacity; and
 - c. One for employees who act in a supervisory capacity.
 4. The evaluation forms (except page/senior page) involve three parts:
 - a. Part A must be completed by the employee.
 - b. Part B must be completed by the supervisor(s).
 - c. Part C should be completed during the evaluation interview.

5. The evaluator must discuss the evaluation with the employee whose performance is being reviewed. This meeting is referred to as the evaluation interview.
6. The employee must receive a copy of the completed evaluation during or soon after the evaluation interview.
7. Employees are asked to sign each of their formal evaluations; however, they are under no obligation to sign any evaluation.
 - a. An employee's signature does not mean that he/she agrees either with the evaluation as a whole, or with any individual statement, comment, or judgment contained therein. A signature indicates only that the evaluation has been discussed with the employee by the evaluator and that the employee has received a copy of the evaluation.
 - b. If an employee refuses to sign an evaluation, the declination should be witnessed by a third party. The evaluator then notes that the employee has refused to sign and has the witness(es) add their signature(s) and the date. The evaluation is still valid and may be entered into the employee's personnel file.
 - c. Employees should be informed that if they disagree with anything that is included in their evaluations that they may submit comments in writing that must be attached to all copies of the evaluation.
 - d. Any employee who disagrees with an evaluation may request a meeting with the department head to review the evaluation.

8. After review by the next higher level of supervision the evaluation is entered into the employee's personnel file. This original remains in the employee's personnel file and is not discarded.
9. In no case may any additional statements be added to the performance evaluation after the employees receive their copies and without the employee's knowledge.

B. Evaluation Related to Merit Increments

1. All employees who are eligible for merit increment consideration should be evaluated two months prior to their increment eligibility dates. Completed individual evaluations must be reviewed by the next higher level of supervision/administration within two (2) weeks of completion of the evaluation so that they may be forwarded to Human Resources at least six (6) weeks before the increment date of January 1 or July 1, as the case may be.
2. Any employee who is eligible for merit increment consideration, and who does not receive a standard or higher overall evaluation for the performance evaluation immediately preceding the increment date, will have that increment increase denied. The employee will be evaluated again within six (6) months, and will be eligible for increment consideration on the next increment date following the increment denial.

C. Access to Employee Evaluations

1. Employee evaluations are maintained in the employee's personnel file

and may be accessed by the following:

- a. The employee who has been evaluated.
- b. The immediate supervisor (the evaluator).
- c. Any administrator or higher level supervisor to whom the evaluator reports directly.
- d. Human Resources staff who must maintain and work with personnel records.

2. Under certain circumstances a supervisor may discuss aspects of an evaluation before it is completed.
 - a. If a particular problem is anticipated with an evaluation, with the evaluation interview, or with a reviewing authority concerning one or more points to be covered in an evaluation, it may be advisable to consult with the next higher level of supervision before completing the formal evaluation or scheduling the interview.
 - b. In this circumstance, any information disclosed to anyone else must be strictly on a need-to-know basis only.
 - c. Otherwise the evaluator is not to discuss any aspect of any evaluation with anyone other than the employee who is being evaluated.