

POLICY TITLE: PERFORMANCE EVALUATION
POLICY NUMBER: 3640

COMMITTEE APPROVAL DATE: 09/05/2018 **WRITTEN/REVISED BY:** HUMAN RESOURCES
BOARD APPROVAL DATE: 09/26/2018 **SUPERSEDES:** 06/25/2014

POLICY:

3640 It is the policy of the Beach Cities Health District (“District”) to conduct annual scheduled performance reviews of each eligible employee. Employees may be reviewed more frequently based upon their job but will be reviewed a minimum of once a year.

SCOPE:

3640.1 This policy shall apply to all employees, except for the following:

- 3640.1.1** Part-time variable instructors
- 3640.1.2** Temporary or Seasonal employees

RESPONSIBILITY:

3640.2 It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures communicated by their supervisor, and to follow them accordingly.

CONTENTS:

3640.3 Supervisors shall work with Human Resources to conduct a scheduled performance evaluation of each eligible employee. If an employee is eligible for an annual merit increase (Eligible employees are defined as those who have completed ninety (90) days of employment with the District), the evaluation must be conducted prior to the merit advancement date. If the employee’s immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

3640.4 Performance evaluations shall be conducted in a format prescribed by Human Resources. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. A career development plan or performance improvement plan may be included. In addition to providing scaled scores in each performance and core value category, the evaluator will also provide a narrative explanation of the reason for scoring.

3640.5 The performance evaluation shall be discussed with the employee and signed by both the evaluator and the employee. The employee will be afforded 30 days to provide a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

3640.6 Unscheduled performance evaluations may be made at the discretion of the employee’s supervisor and Human Resources.



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EXCEPTIONS:

3640.7 The Chief Executive Officer is the only person authorized to make exceptions to this policy.