



Performance Appraisals

Last modified **OCTOBER 18 2018**

The purpose of performance appraisals is to ensure that employees of the Rowan County Public Library (“the Library”) are satisfied in their work and suitable for their position. An appraisal is a time to discuss work demands and job responsibilities, to review policies and procedures, and to address any deficiencies that are noted.

INTRODUCTORY PERIOD

All employees have an introductory period for the first six (6) months of employment. This period is used to determine the suitability of an employee to a position. At the end of the introductory period, each employee will be evaluated by their supervisor. Introductory evaluations follow the same format as used for biannual evaluations. There is no merit increase in salary following an introductory period.

Upon promotion or transfer involving a substantial change in job responsibilities, an employee will enter a new introductory period.

The introductory period allows the employee time to acclimate to the position. Full-time staff members must attend a mandatory conference with the Executive Director at the end of the introductory period. This conference will be used to review policies, procedures, standards, benefits, and other questions that may have arisen during the period.

BIANNUAL APPRAISAL PERIODS

The Library’s annual performance appraisal system is divided into two (2) meetings conducted at six (6)-month intervals, based on the calendar year. Supervisors will complete an appraisal form for each of their employees using a standard format. The format remains the same for every employee even when principal duties differ based upon position. Supervisors are responsible for explaining the appraisal process to an employee during orientation.

Performance appraisals are an opportunity for coaching to occur and for discussion of concerns or issues. They are also an opportunity for supervisors to meet individually with their employees to provide praise and appreciation for the employee’s accomplishments. One (1)-year meetings are generally more extensive than six (6)-month meetings.



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Both an employee and their supervisor will sign evaluation documents. The employee will be provided with their own signed copies. The employee's signature only indicates receipt of these documents, and does not imply agreement with the evaluation.

The Executive Director reviews all completed appraisal forms. Performance appraisal forms are maintained in an employee's personnel file.

CHALLENGES

Following any evaluation, an employee will have three (3) days in which to challenge that evaluation. All challenges must be in writing. Challenge forms may be obtained on the staff wiki or from the Executive Director. All challenges go directly to the Executive Director, with whom a conference will be held following receipt thereof. The Executive Director will provide the employee with a written response to the challenge. The challenge and any other supporting documents (including the response) will become a part of the employee's personnel file.

If there is a challenge to an evaluation administered by the Executive Director, the challenge will be delivered in a sealed envelope to the Executive Director, who will subsequently submit the unopened challenge to the president of the Board of Trustees. The president of the Board (or their designee) will review the challenge and act as mediator for settlement. The challenge and any other supporting documents (including the president's response) will become a part of the employee's personnel file.

ANNUAL MERIT INCREASES

A merit increase may be granted to an employee when possible and appropriate. The Library expects an acceptable performance level in order to justify any increase in pay. If an employee reaches the maximum salary for their particular position's classification, there will not be an annual merit increase unless there is a change in the maximum salary for that classification. The Library does not guarantee annual merit increases.



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Supervisors may choose to reduce the percentage of an employee's merit increase if the employee's performance has not met standards. Supervisors may also delay an employee's merit increase until unsatisfactory performance has been corrected.

Merit increases are based on a percentage of the midpoint for the employee's job classification. The maximum possible percentage is determined for all employees during the Library's budgeting process. The midpoint of the salary for a classification level is calculated based on the entry level salary for that classification level.

Only the employee's base rate of pay is considered when calculating merit increases. Any additional funds are not included when calculating merit increases.