

LDWA PERSONNEL POLICIES AND PROCEDURES

SECTION XI: PERFORMANCE EVALUATIONS

1. GENERAL POLICY.

- A. Performance evaluations will consist of a review between the LDWA Board members and the employee using a Performance Evaluation Form.
- B. It is the policy of LDWA that employee evaluations be conducted in a manner, which will ensure fair treatment and an objective evaluation of employee performance.
- C. Goal setting is critical for the development of performance plans and standards. Goals define in broad terms the underlying purpose of a given activity or set of activities.
- D. Objectives specify what should be achieved during an employee's employment.
- E. There are certain fundamental principles, which govern the establishment of goals, objectives, and performance standards.
 - (1) Participatory Goal Setting. In setting goals and objectives of employees, the LDWA Board members should seek to involve employees in the process.
 - (2) Outline Results to be Achieved. There should be room for flexibility. The LDWA Board members should discuss with the employee how much will be done, when it needs to be completed, and what resources will be required.
 - (3) Relate to Organizational Objectives and Goals. In the process of initially formulating performance plans, each employee should be provided with the larger picture and how their work contributes to the organization. This is the responsibility of the LDWA Board members.
 - (4) Define Objectives. Objectives must be clearly defined and understood by both employees and the LDWA Board members. There must be clear agreement on resources to be made available, periodic reviews and other related control activities.

- (5) Give Support. Employees should understand that they will be fully supported by the LDWA Board members in pursuing the achievement of the mutually agreed upon objectives and standards.
- (6) Under no circumstances should employees be allowed to prepare their own performance evaluation. It is the responsibility of a quorum of the LDWA Board members to prepare each employee's performance evaluations.

2. PERFORMANCE PLANS.

- A. A quorum of the LDWA Board members will complete a written performance plan with their new employees as soon as possible. Performance planning is a continuing and collaborative process in which employees and the LDWA Board members:
 - (1) Jointly identify objectives for the next performance evaluation period.
 - (2) Define priorities and performance standards for the next performance period.
 - (3) Compare progress against expectations and revise the plan, when necessary.
- B. The performance plan shall include goals and objectives, mutually acceptable performance standards, and a prioritization of goals and objectives.
- C. Both employees and at least three of the LDWA Board members shall sign the performance plan. The employee shall receive a copy from the LDWA Board who shall retain a copy in the confidential personnel files located at LDWA.

3. PERFORMANCE STANDARDS.

- A. Performance standards and expectations shall be established by the LDWA Board members for each employee. Employees shall participate in the establishment of performance standards and expectations relevant to their jobs.
- B. Employees shall be advised in writing at 12 month intervals, of how they

are performing in relation to established standards.

- C. Employees shall be verbally advised as required, of how they are performing in relation to established standards and documentation placed in employee's personnel file.
 - D. Performance evaluations are an ongoing process, which requires that the LDWA Board and LDWA employees meet periodically to discuss achievements, review performance and mutually agree on strategies to eliminate performance deficiencies. This ongoing process culminates in the written evaluation at the end of the annual performance evaluation period.
 - E. Employees shall be made aware of the time frames and actions to be taken to improve performance and to increase the value of service.
 - F. Employees shall know what role the LDWA Board members play in providing them with assistance toward improved performance.
4. **PERFORMANCE RATINGS.** Each employee evaluation shall provide an overall performance rating which can be equated to one of the following:
- A. Unsatisfactory. Performance fails to meet the minimum requirements of the position. Unsatisfactory progress has been made in response to corrective action. Removal from the job/position or termination is recommended.
 - B. Marginal. Performance does not meet all requirements of the job/position. Some satisfactory progress has been made in response to corrective action.
 - C. Satisfactory. Performance meets all requirements of the job and/or position.
 - D. Good. Performance meets most and exceeds some requirements of the job/position.
 - E. Exceptional. Performance consistently far exceeds all requirements of the job/position.
5. **PERFORMANCE PERIODS.**
- A. Probation Period: Employees on probation shall have performance evaluations following the end of their probationary period.

- B. Annual Review: Performance evaluations will be completed annually for all paid employees.
- C. Wage Adjustments: Although a wage adjustment does not automatically follow a performance evaluation, the performance evaluation will be included as a component of any future compensation increase.

6. **CONFIDENTIALITY.**

- A. Completed performance evaluations shall permanently remain in the employee's personnel file and become a part of the private information of that file.
- B. Performance evaluations may be used in decisions concerning advancement, future training requirements; performance related salary adjustments and contested disciplinary actions.

APPROVED