



POLICY ON ANNUAL PERFORMANCE REVIEWS

1. All Library personnel will have their work performance formally reviewed at least once per year. The Board of Trustees will review the Director, and the Director shall, in turn, review the Assistant Director and Department Heads. The Asst. Director and Department Heads (Senior Librarians) shall conduct formal staff evaluations of their respective departments. A formal evaluation shall be defined as a review of a person's work in order to commend performance where appropriate, judge effectiveness and suitability, and set goals for future performance.
2. All procedures and forms used in these evaluations shall be presented and explained to the Staff and the Board of Trustees before they are implemented.
3. The same general criteria shall be used with all Staff members differing only as they pertain to different job description responsibilities.
4. Formal evaluations shall be in writing and a copy shall be given to the employee within 7 days of the evaluation. The employee shall have the right to submit a written, dated response or comment to the formal evaluation within 14 days after a copy is received. Such response shall be attached to all copies of the evaluation report.
5. If the Director, Asst. Director or Dept. Head finds the employee's performance lacking, the reasons and illustrating instances shall be stated on the written evaluation.
6. Each formal evaluation shall be followed by a personal conference between the evaluating party and the employee for the purposes of clarifying the written report. Both parties will sign the report, indicating that the conference has taken place on the given date. The presence of an employee's signature does not constitute agreement with the substance of the given evaluation report.
7. The Director shall advise the Board of Trustees on personnel issues such as promotion, reclassification, demotion, selection and severance.
8. The evaluation process is to be a positive one with the objective of helping Library employees achieve their full potential to maximize both their job satisfaction and their benefit to the Library organization.

Voted and approved 4/27/79; Revised and Voted 9/4/90.