

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 220

220.10 This policy shall apply to all permanent employees.

220.20 The General Manager or his/her designated representative shall conduct a scheduled performance review of each employee prior to the merit advancement date.

220.30 Performance evaluations shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective performance and also identify areas which need improvement.

220.40 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. After discussion the evaluation shall be signed by the employee and given to the General Manager for review. If the employee does not agree with the evaluation he/she has the option to request a hearing with the General Manager to discuss his/her concerns.

220.50 Unscheduled performance evaluations may be made at the discretion of the General Manager or the employee's immediate supervisor.

220.60 Employees may receive a salary adjustment based on performance once a year on their anniversary date of hire. In steps 1-5, to be eligible for a single step increase, the employee's performance must be above average. In steps 1-5, to be eligible for a two-step increase, the employee's performance must be outstanding. In steps 6-7 an employee's performance must be above average to receive a single step increase. There are no two-step increases in steps 6-7. Step increases are determined by the employee's immediate supervisor with the approval of the General Manager. Salary increases will be effective at the beginning of the pay period immediately following the evaluation.

220.70 If an employee's classification changes within the District, the starting date in that new position will then become their anniversary date for evaluations and step increases.