

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0059 **Subject:** Employee Performance Appraisal
Effective Date: 12-07-90 **Last Revision:** 09-01-09
Person Responsible: Human Resources Coordinator
Approvals/Date: Brent Osan 12/11/17 [Signature] 12/11/17
Superintendent, WCBDD Date Board President, WCBDD Date

It is the policy of the Wood County Board of Developmental Disabilities that all components and departments shall maintain consistent system for conducting an employee performance appraisal in accordance to all applicable laws, rules and regulations.

All employees shall participate in an employee performance appraisal per their work history, i.e., probationary, annual, special, and/or other.

The general purpose is to 1) assess the level of performance of each employee; 2) enable the employee to have an increased awareness of his/her work and what is expected by the employer; and 3) determine need for performance improvement, change, praise, or recognition.

Appraisal ratings shall be used when supervisors are considering potential candidates for promotion.

Employee performance appraisal will be based on the approved employee position description and filed in employee's personnel file when completed.

The employee shall have the opportunity to review, discuss, and make written comments during the appraisal process.

Although the formal appraisal process is Board policy, it shall not take the place of informal communication between the supervisor and employee. The accomplishment of agreed upon objectives and goals require a commitment from both parties and can be achieved only through on-going interactions.