

**Wood County Board of Developmental Disabilities
PROCEDURE**

Procedure #:	02-ALL-ALL-0333 (HR)	Subject:	Employee Performance Appraisal (EPA)
Effective Date:	01-18-91	Last Revision:	10/13/2022
Person Responsible:	Human Resources Coordinator		
Approvals/Date:	<u>Brent C. Baer</u> 10-14-22		
	Superintendent, WCBDD	Date	Department Director
			Date

The following definitions will apply:

Employee Performance Appraisal (EPA) - The assessment and review of an employee's job performance based on job functions and identified competencies addressed in their position description.

Significant Events Log - A log used by supervisors to document employee's work performance. This log may be used for both positive performance and documentation of areas, which need improvement. (Attendance, sick leave usage, letters of commendation, participation in special events, on-going staff development issues, reflections of personal growth, etc.) After discussion of performance issue with employee, supervisor documents the discussion in abbreviated format, the date and their initials.

Substitute Positions - Employees in a substitute position will receive an appraisal annually from date-of-hire.

Types of Appraisals

- A. **Probationary Appraisal** - All employees in probationary status will be appraised at the mid-point of their probationary period and are not eligible for an increase in wages at this time. The end probation date will be the employee's annual appraisal date. If the employee were to change positions, the date will change, e.g., Employee starts position on March 1st will end probationary period on September 1st.
Employer may extend an employee's probationary period for up to 60 days to allow additional time to review the employee's performance, e.g., Employee will end probationary period on November 1st instead of September 1st, which will be the new annual EPA date.
- B. **Annual Appraisal** - All employees who are not on probationary status are to receive an appraisal minimally one time per year. The first annual appraisal should be completed at the one-year anniversary of their current end probation date, and annually thereafter. Employees may be eligible for a wage increase at this time. **Any corrective action in the previous year will automatically make an employee ineligible for a wage increase.**
- C. **Special Appraisal** - An appraisal given under special circumstances with discretion by administration - i.e. to document outstanding performance, to document supervision and support needs following corrective action, or at the request of an employee.

1. The Human Resources (HR) department will send the Self-Appraisal Form to the employee six weeks prior to EPA discussion with the due date for return to supervisor, due date for return to HR department, date the evaluation increase will be effective, if applicable and date the increase will be shown on the paystub.

2. Board employees are required to complete the Self-Appraisal Form and return to their supervisor within 2 weeks of receiving the form from HR, given reasonable time for supervisor to utilize the Self-Appraisal Form within the EPA.

3. Supervisor develops EPA using the employee Self-Appraisal Form and meets with the employee within 2 weeks receiving the Self-Appraisal Form from the employee. Supervisor will assess the employee's performance related to objectives established in the last evaluation period. The supervisor will establish measurable performance objectives for the next year.

4. Supervisor and employee meet to discuss the EPA. The EPA will be signed by the supervisor and employee following discussion of performance strengths, areas for growth and goals/objectives.

5. EPA will be forwarded from supervisor, to department director, and then to the Superintendent for signatures and comments. The Superintendent will return it to the HR Department, as soon as possible.

6. The HR Department will enter dates into the certification file, will scan the EPA, and send by e-mail a scanned copy to both the employee and the direct supervisor within 2 weeks receiving the EPA. The original EPA will be filed in the employee's personnel file.

Reference: HB 187
CARF

Forms: 03-ALL-ALL-0138

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