

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.2.1

PAGE: 1 OF 2

SUBJECT: LEADERSHIP PERFORMANCE APPRAISALS

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUED: 3-22-91 REV. DATE: 6-1-98, 10-01-01

EFF. DATE: 10-9-95

PURPOSE: To review each member of Leadership performance over the past twelve (12) months in conjunction with established objectives.

POLICY: Organizational core values are to be reflected in Leadership annually established objectives using the three (3) categories.

1. Quality and Service
2. Cost
3. People Make It Happen

PROCEDURE:

All members of Leadership are reviewed for performance in conjunction with meeting these designated objectives at the end of each fiscal year (6/30). The new Performance Appraisal form with a copy of last years will be sent to each respective person's supervisor at least thirty (30) days prior to the end of the fiscal year.