

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.2

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SUBJECT: PERFORMANCE APPRAISALS

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUED: 12-1-90 REVISED: 8-30-93, 09-30-95, 5-26-98, 7-01-99, 10-01-01 EFF. DATE: 10-9-95

PURPOSE:

To assure and promote outstanding performance through a formal process in which the manager and employee evaluate the employee's job performance using criteria from the job description; identify the employee's strengths, accomplishments and any performance deficiencies; clarify standards; set goals and promote employee development.

POLICY:

All eligible employees will receive a performance appraisal by their supervisors during the third quarter of each calendar year.

PROCEDURE:

The responsibility for initiating and completing performance appraisals is shared between the Human Resources Department and Marklund supervisors/managers.

The definition of supervisor, for use in this policy only, is the individual to whom any employee directly reports. It has no relevance to their level of management within the organization.

- I. Responsibility of the Human Resources Department
 - a)

II. Responsibility of the Supervisor

- A. Annually, review the job description and performance appraisal for each position and revise if warranted by changes in the job. Submit for review the revised performance appraisal and/or job description to the Human Resources Manager.
- B. Review the performance appraisal instructions prior to review time. Follow all guidelines. Set up a specific location and time to conduct the appraisal with the employee. Before meeting with the employee to present the performance appraisal, the supervisor must have the appraisal reviewed and signed off by their respective "Supervisor"; i.e., a D.I. must have the Administrator of D.T. review any performance appraisals they wish to present to a D.T.
- C. Review and sign the Customer Service Quality Standards letter with the employee. Use the standards, along with the job description and review form to identify areas for growth and set objectives.
- D. Finalize the Performance Appraisal in ink and send to the Human Resources Department by the due date. The employee must sign both the appraisal.

III. Miscellaneous:

- A. An employee on an approved Leave of Absence, other than FMLA, will have his/her Performance Appraisal date adjusted to the date of their return.
- B. Any employee dissatisfied with their appraisal should first discuss these concerns with their supervisor at the time the appraisal is conducted. If the employee and supervisor cannot resolve the issues, Human Resources may be contacted for further guidance.