

Personnel Policy No. 4 - Work Performance Evaluations

4.1 JOB DESCRIPTIONS

- a. All positions shall have written job descriptions. At a minimum, job descriptions shall include:
 - Job Title
 - Salary (or Compensation) Range
 - Description of responsibilities and essential job functions
 - Minimum Qualifications, including requirements for education, experience or credentials
 - Job site location
 - Supervisor's name and job title
 - Supervisory responsibilities of the position, if any
- b. Each tribal employee will be given a copy of their job description at the time they are hired and a copy of the job description shall be placed in the employee's personnel file.
- c. The Supervisor of the position and the Human Resource Director are responsible for developing job descriptions and ensuring that they are accurate.
- d. The Human Resources and the Department Director shall review new and existing job descriptions for salary levels, qualifications, and consistency with other existing positions. This review will occur prior to filling a new position. This may also occur upon refilling an existing position and at other times as needed.

4.2 PURPOSE OF PERFORMANCE EVALUATION

The purpose of the performance evaluation system is to determine the degree to which each employee meets the performance requirements of their job. The performance evaluation system shall provide for an evaluation process that is as objective and internally consistent as practical.

4.3 GOALS OF THE PERFORMANCE EVALUATION PROGRAM

Specific goals of the evaluation program include:

- a. To insure standards, as identified by the job description, and program needs are being met;

Personnel Policy No. 4 - Work Performance Evaluations

- b. To identify specific job-required and job-related training needs for the employee;
- c. To improve the employee's understanding of his/her job, identify the job's performance standards, and the Supervisor's expectations;
- d. To apprise the employee of how well s/he meets the performance standards;
- e. To encourage the employee to continue to improve his/her job performance and to develop greater responsibility;
- f. To provide the employee an opportunity to define his/her performance goals for the upcoming year and discuss expectations with the Supervisor; and
- g. To aid management in selecting proper personnel for promotion, transfer, and training.

4.4 PERFORMANCE EVALUATION

Ideally, the evaluation process is an ongoing discussion between the Supervisor and the employee regarding job performance and allows for an open discussion related to employment. The employee should be advised of strengths, weaknesses, and steps toward career advancement and/or development by his/her Supervisor

A full and complete evaluation process consists of formal and informal evaluations, commendations, etc. For that reason, Supervisors and employees are encouraged to forward copies of all letters of recognition or commendation, training course certificates, and any other similar documents to the Human Resource Director for inclusion to the employee's Personnel file. Similarly, Supervisors should review and include any such documents as a part of the evaluation process for their employees.

- a. A formal performance evaluation will be provided to regular employees annually.
- b. An employee's annual evaluation shall be written, and conducted as close as practicable to the anniversary of employee's hire date into the position or alternatively, in March or September of each year.
- c. The employee will be apprised of the formal evaluation through a discussion with the evaluator, and will be given a copy of the written evaluation. The Human Resource Director may participate in this discussion.

Personnel Policy No. 4 - Work Performance Evaluations

- d. Following the discussion of the formal evaluation, the employee will be asked to sign a statement, acknowledging his/her receipt of the written evaluation. The employee shall also be given an opportunity to respond in writing to his/her evaluation. Such response must be given to the evaluator and the Human Resource Director within five (5) business days of the employee's discussion with the evaluator.
- e. Failure to meet the performance standards of the job will result in disciplinary action, ranging from verbal or written warnings to termination of employment. The Head Start Policy Council must be notified within five working days when the following actions are taken regarding a Head Start Employee:
 - Extension of probation period
 - Reduction in hours
 - Demotion
 - Termination

The Head Start Policy Council must review and approve any decision to dismiss a Head Start Employee.