




POLICY AND PROCEDURE STATEMENT

SUBJECT PERFORMANCE APPRAISAL POLICY	PAGE 1 OF 2	DATE EFFECTIVE JUNE 1, 2018		
SECTION/POLICY NO. 2.05	APPROVED BY  MAYOR	SUPERSEDES VOA III-D, OCTOBER 1, 2003		
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017	REVIEW DATE
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY

- I. All job descriptions and standards are reviewed at least annually for accuracy and reasonableness. The supervisor, employee, and/or village administrator responsible for the review.
- II. Each employee may perform an annual self-evaluation in the month of the employee's anniversary hire date.
- III. Supervisors are to evaluate each employee in the month of the employee's anniversary date of hire to the current position.
- IV. An evaluation is performed at the end of the probationary period, usually between three and six months after hire.
- V. Purposes of Performance Evaluation:
 - To assess each employee's performance of the functions stated in the job description/standards
 - To identify strengths and areas needing improvement
 - To make plans for achieving this improvement and to serve as a component of advancement.
- VI. Criteria for Performance Evaluation of Employees:
 - Each employee will be evaluated on the basis of the function listed in the job description.
 - The evaluation will consist of standards for the position with a rating scale, narrative for employee strengths and areas for improvement and goals for the next reviewing period.
- VII. Responsibility for Evaluation:
 - A written evaluation of the individuals supervised
 - Initiating a conference to discuss the evaluation.

- The next level supervisor will participate in the evaluation when requested by either the immediate supervisor or the individual being evaluated.
- A self-evaluation may be used to complement the evaluation process.

PURPOSE:

- I. To provide a uniform process for evaluating job performance and to provide measurable standards by which an employee can expect to perform.

PROCEDURE

- I. During the third week of the month, village administrator or designee reviews file for all evaluations due in the upcoming month. A performance appraisal specific to each job with the appropriate employee's name indicated is printed and is given to the employee's supervisor.
- II. During the fourth week of the month, supervisors may give the employee self-evaluation with the return date indicated. A copy of the standards should be already in the possession of the employee from hire date. If not, the employee is given a copy at this time.
- III. During the month of, or the month prior to the written performance appraisal, the supervisor or designee makes a direct assessment of staff person. The supervisor assesses the employee's knowledge and skills, communication and interpersonal skills, and ability to anticipate and respond to community needs within the employee's responsibility limits.
- IV. The supervisor completes the performance appraisal sometime during the employee's anniversary month.
- V. Before the end of the month, the supervisor holds a conference with the employee to review the performance appraisal and the self-evaluation.
- VI. The performance appraisal and summary is copied for the employee. The original is filed in the personnel file.
- VII. If a salary adjustment is to be made, the appropriate notification is completed for Payroll. (See "Payroll Adjustment Form")



Village of Ashville



P.O. Box 195
200 East Station Street
Ashville, OH 43103
Office: 740/983-6367 ● Fax: 740/983-4703

PAYROLL ADJUSTMENT FORM

Date Submitted: _____

To: Village Clerk / Fiscal Officer

Employee Name: _____

Please adjust pay for the week ending:

by the following hours

_____ Hours Regular Time

_____ Hours Additional Overtime *

_____ Hours to be Removed

by the following amount per hour

_____ Merit Increase

_____ Cost of Living Increase

_____ Cluster Adjustment

Signatures:

Supervisor _____

_____ Date

Department _____

_____ Date

Clerk / Treasurer _____

_____ Date

* Do not include sick leave or excused absence as time worked.

* Overtime should be calculated on time worked over 40 hours per week.