

Performance Evaluation Policy

Performance reviews are part of the permanent record of the employee in the Library's personnel records and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

Performance evaluations are conducted by the Director who may consider information from fellow employees, trustees, and patrons.

Evaluations are conducted for all new employees within their initial ninety days of employment and transferred employees at least twice during the first year of employment. Thereafter, performance reviews are conducted at least annually.

Section 1

The board of trustees shall direct the librarian to evaluate staff on a yearly basis. The evaluation should be done in the month of February and presented to the board for review at the March meeting.

Section 2

The board of trustees shall evaluate the librarian on a yearly basis in March, based on the Librarian's Annual Report. At that time it will be at the discretion of the board to offer the librarian a new contract, effective April 1st.

Section 3

The above evaluations will be presented in writing signed by the librarian and also by the evaluated employee. The signed evaluation will then be placed in the employee's personnel file. The employee may attach a written personal statement pertinent to points in the evaluation.

Section 4

All employees must have on file a completed, up-to-date fact sheet which will become a permanent part of their personnel file.