

## PERFORMANCE EVALUATION POLICY

Effective Date: December 17, 2015

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This policy on performance evaluation concerns only non-probationary or part-time employees; temporary employees shall be evaluated in a similar manner, whenever possible or deemed necessary.

- *Frequency:* All Region VII Workforce Development Board and Region VII One-Stop Career Center staff will have a job performance evaluation not less than annually. New employees will have an evaluation after six months from their hiring date in addition to their annual evaluation. Periodic or special performance evaluations are subject to determination by competent authority, such as the Board Chair or WDB Executive Director.
- *Responsibility:* All Region VII Workforce Development Board and Region VII One-Stop Career Center staff will be evaluated by his or her immediate supervisor or higher authority, as appropriate (see attached Organization Chart).
- *Documentation Required:* All Region VII Workforce Development Board and Region VII One-Stop Career Center staff will receive a completed evaluation sheet at least annually, and it will be personally reviewed with him/her by the immediate supervisor or higher authority (see attached Organization Chart). Both the supervisor and the employee will sign and date the evaluation sheet in the appropriate places. The employee may attach comments to explain or clarify any points made in the evaluation. It will then be filed in the subject employee's personnel record in a confidential manner.
- *Action:* Any actions resulting from a Performance Evaluation such as but not limited to: formal reprimand, suspension, probation, improvement plan, or termination must be submitted to the appropriate higher authority (see attached Organization Chart), i.e. One-Stop Management Consortium, WDB Executive Director, or WDB Executive Committee. Likewise: any increase in salaries, wages, or bonuses will be submitted to the appropriate higher authority and will use the employee's Performance Evaluation as the primary basis for an increase.

All performance appraisals are to be maintained in a secure manner.

All performance appraisals will be performed by the appropriate direct supervisor or higher authority as identified in the attached Region VII WDB Organization Chart.

This policy remains in effect until rescinded or amended by the Region VII Workforce Development Board.

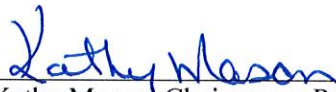
**Questions:** Questions concerning this policy should be directed to the WDB Staff by calling (304) 530-5258.

**Expiration Date:** Effective until rescinded or modified in writing by the Region VII Workforce Development Board.



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T.J. Van Meter, Executive Director

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Date 12/17/15



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Kathy Mason, Chairperson Region VII WDB

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Date 12/17/15