Kings Community Action Organization
Administrative Policy

AP 3340
Human Resources: Performance Evaluations

**Performance Evaluations**

**Purpose:** The purpose of this policy is to establish a consistent and reasonable employee performance evaluation system that provides all introductory and regular employees an opportunity for individual development and increased effectiveness. The continuation and development of a proficient staff is essential to assure a high quality organization. Evaluations will be constructive, objective, and consistently implemented throughout the organization and will:

- Provide a clear understanding of achievement expectations.
- Encourage outstanding performance which will contribute to a corresponding level of service.
- Encourage development of individual skills
- Provide a reasonable basis for individual improvement.

**Policy**
This policy applies to all introductory and regular\(^1\) full-time and part-time employees, excluding non-regular\(^2\) employees, interns, and volunteers. A performance evaluation may be periodically conducted on a non-regular employee, intern, or volunteer if his or her supervisor deems it necessary. The completion of a performance evaluation for a non-regular employee, intern, or volunteer will not result in a merit increase or the offer of regular employment. Employees may be eligible to receive a merit increase after conversion from introductory to regular employment following the completion of an introductory, position change, or annual performance evaluation.

**Introductory Period Evaluation**
All employees (except for non-regular employees) will receive a performance evaluation during the introductory period\(^3\). Employees hired within 90 calendar days of a scheduled seasonal break may require an extension of the introductory period approximately equal to the length of the scheduled seasonal break up to a maximum extension of 90 calendar days to allow an

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\(^1\) A regular employee is defined as one who has successfully completed the introductory period and any extension.

\(^2\) A non-regular employee is defined as one employed to: Work on special projects for short periods of time (Temporary), OR who has no regular schedule but periodically is called as needed to work on a fill-in, on-call, or substitute basis (Substitute), OR who generally works less than 10 hours per week, AND is not necessarily intended to be a part of continuing operations.

\(^3\) Introductory period is defined as the first 90 calendar days of continuous employment at KCAO.
adequate amount of time to be properly evaluated in the classification. The end date of the introductory period will be indicated on the personnel action and will be the anniversary date for future annual evaluations. Credit shall be applied towards satisfaction of the introductory period for time worked within the employee’s job classification during a regularly scheduled seasonal break.

Substitutes, interns, and volunteers will not receive credit towards completion of the introductory period. Temporary or emergency employees will receive credit towards satisfaction of the introductory period upon completion of the hiring process and resulting placement into an open position only if placed in the same or similar position held as a temporary employee or emergency hire. If tenure as a temporary or emergency employee exceeded 90 days, the date of placement as a regular employee will be designated as the anniversary date for the purpose of conducting annual evaluations. In this instance, the employee may not receive an introductory evaluation.

The evaluation tool used shall identify the criteria and range constituting satisfactory performance. All merit increases are subject to the availability of funding.

- An employee receiving an overall average rating above satisfactory may be eligible to receive a merit increase after completion of the introductory period.
- An employee meeting the minimum performance standards of the position, but not receiving an overall average rating above satisfactory will not be eligible to receive a merit increase.
- An employee receiving an introductory evaluation with an overall average rating of below satisfactory will be recommended for termination of employment before the end of the Introductory Period.

**Position Change Evaluation**

A regular employee moving to a position with significant difference in job duties due to promotion, demotion, or reclassification will receive a performance evaluation by the end of the 90-day period following the position change and the anniversary date for future annual performance evaluations will be reset to the end of that 90-day period.

The evaluation tool used shall identify the criteria and range constituting satisfactory performance. All merit increases are subject to the availability of funding.

- An employee receiving an overall average rating above satisfactory may be eligible to receive a merit increase after completion of the initial 90 days in the new position.
- An employee receiving an overall average rating meeting the minimum performance standards of the position but not exceeding satisfactory standards will not be eligible to receive a merit increase.
- An employee receiving a position change evaluation with an overall average rating of below satisfactory will not be eligible to receive a merit increase, may be recommended for
termination of employment, may be placed on a corrective action plan, or may be placed in another position.

**Annual Evaluation**

All regular employees will receive an annual performance evaluation beginning one year from the anniversary date. The evaluation tool used shall identify the criteria and range constituting satisfactory performance. All merit increases are subject to the availability of funding.

- An employee receiving an overall average rating above satisfactory may be eligible to receive a merit increase.
- An employee meeting the minimum performance standards of the position but not receiving an overall average rating above satisfactory will not be eligible to receive a merit increase.
- An employee receiving an overall average rating below satisfactory will not be eligible to receive a merit increase and will be placed on a corrective action plan. Successful completion of a corrective action plan shall not result in a merit increase.
- An employee receiving an unsatisfactory rating score on one or more specific factors may be eligible for a merit increase if the overall average rating is above satisfactory.

An employee at the maximum salary level within the grade who receives an overall average rating above satisfactory will be eligible to receive a one-time vacation accrual award as indicated on the evaluation tool. The accrual award may be paid out in cash or may be added to the employee’s vacation accrual bank. If the employee’s vacation accrual bank has reached the maximum, the accrual award will be paid out in the next available pay period. An employee near the maximum salary level within the grade may receive a combination of available salary increase and a one-time vacation accrual award to represent an equivalent merit increase as indicated on the evaluation tool.

The anniversary date will not be reset for employees who have taken unpaid leaves of absence during the rating period. An employee with less than eight months of active status during the rating period will not be eligible for a merit increase.

**Return from Layoff**

A regular employee who was laid off due to funding and who returns to the same or similar position may return as a regular employee within twelve months of layoff. The employee will not be considered an introductory employee and will not enter an introductory period. Regular employment will apply immediately upon re-hire and the employee will retain the same anniversary date established prior to the layoff.

All other previous regular employees who are rehired will be placed on introductory status and will receive a performance evaluation by the end of the introductory period as described earlier in this policy.
Preparing a Performance Evaluation
The direct supervisor will prepare performance evaluations. The department director (or designee) may review and will forward the draft to the Human Resources Department. The Human Resources Department may provide feedback or request clarification as needed from the department director or designee. Once dated and signed by the Human Resources Department, the performance evaluation will be routed back to the department for signature approvals by the employee, direct supervisor, and department director. The employee may add comments to the evaluation and will sign and date the original document.

A personnel action form will be circulated for signature to the Executive Director for final approval. A copy of the approved personnel action form will be submitted to the Fiscal Department for the processing of a merit increase if applicable. Merit increases for introductory period and position change evaluations will be effective on the first day of the pay period in which the 90th day occurs. Merit increases for annual evaluations will be effective on the first day of the pay period in which the anniversary date occurs. Originals of all performance evaluations and personnel action forms will be stored securely in the Human Resources Department. Scanned copies will also be available on the online employee self-service portal.

The Executive Director or designee may develop administrative guidelines to enforce a fair and consistent application of this policy.

Adopted by Board of Directors: ________________

Adopted by Board of Directors: November 19, 2014