

**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting & HR

**DATE:** May 29, 2024

**AGENDA ITEM TOPIC:** Employee Evaluation Review form changes

Number of Supporting Documents: **02**

---

**Requested Action**

- Motion to approve the Employee Evaluation Review form and to update the Administration Policy and Procedures manual section 3.8(a).

**Background**

- Attached is the current and proposed Employee Evaluation Review form that was presented at Strategic Planning. The changes that are being recommended are to the 'Performance Rating' section, 'Step Plan Recommendation' section, the footer, and to add the 'Job Description' section.

## HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

---

Employee Name:

Job Title:

Department:

Review Period Date:

Last Review Date:

Reviewer Name:

Reviewer Title:

---

*The employee & Supervisor are to identify, discuss, and agree on specific tasks, responsibilities, and career goals to accomplish, as well as employee characteristics and/or behaviors to improve to meet department goals.*

### Tasks & Responsibilities

### Manager's Summary

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	

## HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

### Employee's Goals for Upcoming Year

1)
2)
3)
4)
5)

### Goals Achieved

1)
2)
3)
4)
5)

### Strengths

1)
2)
3)
4)
5)

### Areas that Need Improvement

1)
2)
3)
4)
5)

### Employee's Overall Performance Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement

### Department Head Salary Step Plan Recommendation:

Change	Implement	Department Head initials	Supervisor initials (A-Approve D-Deny)
Remain at current step			
Step increase			

\_\_\_\_\_  
Evaluating Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

## HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

---

Employee Name:

Job Title:

Department:

Review Period Date:

Last Review Date:

Reviewer Name:

Reviewer Title:

---

*The employee & Supervisor are to identify, discuss, and agree on specific tasks, responsibilities, and career goals to accomplish, as well as employee characteristics and/or behaviors to improve to meet department goals.*

### Tasks & Responsibilities

### Manager's Summary

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)

# HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

## Employee's Goals for Upcoming Year

## Goals Achieved

1)  2)  3)  4)  5)	1)  2)  3)  4)  5)
--	--

## Strengths

## Areas that Need Improvement

1)  2)  3)  4)  5)	1)  2)  3)  4)  5)
--	--

## Employee's Overall Performance Rating:

## Department Head Salary Step Plan Recommendation:

Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable

Change	Implement	Department Head initials	Supervisor initials (A-Approve D-Deny)
No change*			
Remain at current step			
Step increase			
Wage Increase**			

## Job Description:

Accurate	Revised**

\_\_\_\_\_  
Evaluating Supervisor                      Date

\_\_\_\_\_  
Employee                                      Date

\*Employee will be placed within their current grade at the step closest to their current wage amount, but not below their current wage amount.

\*\*Department Head to present to the Board of Trustees at Strategic Planning the revised job description and/or wage increase request. Denied requests will receive a step increase.  
Board Approved XX/XX/XXXX