

POLICY ID: <i>HR-005</i>	TITLE: <i>Employee Evaluation Program</i>
☐ ORIGINAL ☒ REVISION #5 EFFECTIVE DATE: Jan 1st, 2022 <i>Original Adopted 10/08/2007</i> <i>Revision 1 adopted 05/28/2013</i> <i>Revision 2 adopted 09/25/2018</i> <i>Revision 3 adopted 10/12/2021</i> <i>Revision 4 adopted 04/10/2023</i> <i>Revision 5 adopted 05/27/2026</i>	APPROVED BY VILLAGE BOARD: _____ DATE: _____ Village Clerk, Signature Date
APPLIES TO: ☒ FLSA EXEMPT ☒ Non-REPRESENTED EMPLOYEES ☒ FLSA NON-EXEMPT ☒ FULL-TIME EMPLOYEES <i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>	

Purpose – This policy is adopted to inform those exempt and non-exempt non-represented employees of how the Village completes their evaluations and how the Village will adjust wages relating to the assessments. It is adopted so that there is transparency to ensure that assessments and the accompanying wage adjustments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

Procedure – The Village will evaluate employees on the requirements of the adopted position description for their current job with the Village. These evaluations shall lead to wage scale adjustments that will be reviewed during the budget process. The wage scale will be reviewed and set during the budget process with implementation during the next fiscal year beginning on January 1st.

All Village employees will receive their evaluation in October using the attached evaluation form. The employee's supervisor shall meet with the employee, and together they shall compare and discuss the performance evaluation forms, reviewing prior year goals set for the employee. The supervisor shall tabulate the results from that evaluation, and the supervisor will submit that tabulation to the Village Administrator for confirmation. Employees must receive an average evaluation to receive a wage increase.

HR-015 shall cover the evaluations of the Village Administrator.