

POLICY ID: HR-005	TITLE: <i>Employee Evaluation Program</i>
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION #5 EFFECTIVE DATE: <i>Immediate</i> <i>Original Adopted 10/08/2007</i> <i>Revision 1 adopted 05/28/2013</i> <i>Revision 2 adopted 9/25/2018</i> <i>Revision 3 adopted 10/12/2021</i> <i>Revision 4 adopted 4/19/2022</i> <i>Revision 5 adopted 4/10/2023</i>	APPROVED BY VILLAGE BOARD: _____ DATE: _____ Village Clerk, Signature _____
APPLIES TO: <input checked="" type="checkbox"/> FLSA EXEMPT <input checked="" type="checkbox"/> FLSA NON-EXEMPT <input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES <input checked="" type="checkbox"/> 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. It is adopted so that there is transparency to ensure that assessments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

Procedure –

The Village will evaluate employees on the requirement of the adopted position description for their current job with the Village.

After the Village hires an employee, each year on or around the anniversary of the employee’s hire date, the employee shall complete an evaluation using the attached form and submit it to their supervisor. The employee’s supervisor shall meet with the employee, and together they shall complete the form, 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.

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

Dept heads: The Village Administrator shall perform the evaluations of Department Heads and submit the results to the Village Board for final approval.