

POLICY ID: GEN-005		TITLE: Employee Evaluation Program	
☐ ORIGINAL	☒ REVISION	APPROVED BY VILLAGE BOARD: 	DATE: 05/23/22 & 01/23/23
EFFECTIVE DATE: Immediate		Village Clerk	
APPLIES TO: ☒ FLSA EXEMPT ☐ REPRESENTED EMPLOYEES		☒ FLSA NON-EXEMPT ☒ Non-REPRESENTED 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>			

I. Purpose

The purpose of this policy is to establish uniform procedures for the evaluation of Village employees and the administration of performance-based compensation adjustments, while ensuring compliance with all applicable federal, state, and local laws.

II. Scope

This policy applies to all Village of Kronenwetter employees, **excluding sworn Police and Fire Department employees** who are governed by their respective collective bargaining agreements.

III. Policy

A. Employee Evaluations

1. Schedule

- All employees will receive a formal performance evaluation on or around the anniversary of their hire date.
- Additional evaluations may be conducted at the discretion of the Administrator or Department Head.

2. Responsibility for Evaluations

- **Non-Department Head Employees:** The employee's Department Head will complete the evaluation and submit it to the Village Administrator for approval.
- **Department Heads:** The Village Administrator will complete the evaluation and submit it to the Administrative Policy Committee for review and recommendation to the Village Board, which holds final approval authority.
- **Village Administrator:** The Administrator's evaluation will be conducted in accordance with **Policy HR-015**.

3. Evaluation Content

- Evaluations will measure performance based on job responsibilities, professional conduct, adherence to Village policies, and contributions to departmental and organizational goals.
- A performance score will be assigned and will directly determine the employee's raise eligibility, if any.

B. Compensation Adjustments

1. Raise Eligibility

- Employees may receive a raise based on the results of their evaluation, in accordance with **Appendix A – Performance Evaluation Scoring and Pay Adjustment Chart**.

2. Effective Date

- Pay adjustments will take effect in the pay period immediately following the final approval date of the employee's evaluation.

3. Pay Scales

- The Village Board will adopt pay scales for the following fiscal year no later than **October 15** of the preceding year, to ensure proper inclusion in the annual budget.
- The most current pay scale chart will be maintained by the **Village Clerk** and will be available for employee review upon request.

IV. Compliance

This policy shall be administered in compliance with all applicable federal, state, and local laws, including but not limited to:

- **Fair Labor Standards Act (FLSA)**
- **Wisconsin Statutes Chapter 66 – General Municipality Law**
- **Village of Kronenwetter Ordinances**

V. Exclusions

This policy does not apply to Police and Fire Department employees covered under collective bargaining agreements.

VI. Review and Amendment

The Village Board reserves the right to amend or revise this policy at any time to ensure compliance with governing laws, financial considerations, and organizational needs.

VII. Attachments

Appendix A: Performance Evaluation Scoring and Pay Chart

Appendix A

Performance Evaluation Scoring and Pay Adjustment Chart

I. Scoring Categories

Performance Category	Score Range	Description	Pay Adjustment (Raise %)
Exceptional	4.50 – 5.00	Consistently exceeds all performance standards; demonstrates leadership, initiative, and outstanding contributions.	Up to 4.0%
Exceeds Expectations	3.50 – 4.49	Frequently exceeds job requirements; demonstrates strong reliability and teamwork.	Up to 3.0%
Meets Expectations	2.50 – 3.49	Fully meets job requirements and Village standards of performance; dependable and effective.	Up to 2.0%
Needs Improvement	1.50 – 2.49	Occasionally falls short of expectations; improvement plan required.	0% – 1.0% (at Administrator's discretion)
Unsatisfactory	1.00 – 1.49	Consistently fails to meet expectations; disciplinary action may be required.	0%

II. Administration

1. The Village Board will finalize annual raise percentages within these ranges when it adopts the official pay scale by **October 15** of the preceding year.
2. Raises will not exceed the approved range for the employee's performance category.
3. Employees in "Needs Improvement" or "Unsatisfactory" categories may be placed on a performance improvement plan before becoming eligible for future raises.
4. Documentation of all evaluations and pay adjustments will be maintained in the employee's personnel file.

III. Pay Scale Alignment

- All pay adjustments must remain within the salary range of the employee's job classification.
- The Village's official pay scale, adopted by the Village Board, will govern the maximum allowable ranges for each position.