

Tidewater Youth Services Commission

Operating Instruction 1.2

Subject: Personnel Evaluations: Process and Schedule

Issued by: Shawn Sawyer, Executive Director

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Issued to: Program Directors, Deputy Director, Director of Finance and Administration and all Supervisory Staff

Expiration Date: When cancelled or superseded

To ensure equity and consistency in the delivery of job performance feedback to employees via the personnel evaluation process, this operational instruction outlines expectations regarding the nature and frequency of evaluations for various classes of employees.

New Employees:

- All new employees (relief, hourly, part-time, full-time, temporary or permanent) are to be evaluated at three, six and twelve months from date of hire. Interns will be evaluated commensurate with the expectations of the placing institution of higher learning.
- The evaluation should take place on the evaluation form developed for the applicable class of employee. There is a checklist format which is used for relief staff or hourly employees who work less than 1040 hours per year. The standard performance evaluation form is used for all other employees.
- During performance reviews in the first year, the performance items should be scored *each time a review occurs*. In addition, all reviews should be coupled with a face to face meeting with the employee to enable ample opportunity for discussion.
- A formal plan of action is to be developed for any performance item which

is scored a “1” or “2”.

- Once the evaluation has taken place, the form is to be signed and dated by the supervisor and employee and a copy placed in the official personnel record.
- Performance reviews may take place more frequently than required by this policy at the discretion of the immediate supervisor.
- If the 12 month review of the new employee occurs within 60 days of July 1, it may be used in lieu of the annual review that occurs at the start of each fiscal year.
- The six and twelve month evaluation must be administratively reviewed and approved by the Deputy Director or Executive Director for new employees.

Staff Employed 12 Months or More:

- All employees will receive two reviews per fiscal year, in January and July, using the appropriate evaluation form.
- Mid-year evaluations (January) do not require administrative review, and do not have to be scored. However, the face to face meeting is still necessary and a signed copy is to be filed in the official personnel record.
- A formal plan of action is to be developed for any performance item which is scored a “1” or “2”.
- Performance reviews may take place more frequently than required by this policy at the discretion of the immediate supervisor.
- The annual evaluation must be administratively reviewed and approved by the Deputy Director or Executive Director.

Staff Subject to a Performance Plan of Action:

- Since each situation requiring a plan of action is different, the supervisor has the discretion to determine the frequency and method (outside of the schedule specified in this policy) for reviewing the employee’s progress in meeting job expectations. These conditions are to be outlined in the plan of action. Supervisors can keep their own records of these meetings and can

summarize these in formal reviews.