



2-6 POLICY ON PERFORMANCE APPRAISAL AND SALARY REVIEW

Purpose: SYCAMORE PARK DISTRICT has a formal performance appraisal system for employees to provide a means of attempting to evaluate an employee's performance and progress and to communicate its findings to the employee. The performance appraisal assists SYCAMORE PARK DISTRICT in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, and salary adjustments. Performance appraisals are an essential part of an employee's personnel records.

Frequency: Under usual and appropriate circumstances, employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, after the new assignment has begun. A performance appraisal will be conducted at the end of the probationary period and annually in the last quarter of the fiscal year. In addition, an employee or the employee's supervisor may request an informal review at any time. Formal evaluations generally will be conducted by an employee's immediate supervisor.

Review Process: Performance appraisals include a discussion and written documentation of job duties, tasks and responsibilities, performance objectives and performance results.

Unsatisfactory Review: If you receive an unsatisfactory formal performance evaluation you are ineligible for a pay increase and may be subject to disciplinary action up to and including discharge.

Appeal: If you disagree with a formal performance evaluation, you may request in writing, within five (5) working days upon receipt of your performance evaluation, a meeting with the supervisor at the succeeding level of authority in your department. Your request must include an explanation as to why you believe your formal performance evaluation should be changed. You must attach to your request any supporting documentation. If you fail to request a meeting, the evaluation of your immediate supervisor will be final, and a copy of your evaluation will be placed in your personnel file. If you timely request a meeting, the supervisor will meet with you and investigate the circumstances surrounding your evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of your written request. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level up to the Executive Director. Any decision of the Executive Director shall be final.



You may also prepare a written response stating your position or objection to your evaluation, and request that your response be placed in your personnel file. It is your responsibility to make certain that your response is placed in your personnel file.

Adopted on:

Revised on: November 2021