

The current policy is found in the CRRL Policy Manual p.63; minor updates recommended based on a review of manuals from local agencies and advice from VRSA to eliminate probationary periods since in Virginia all employees are employed “at will.”

Final proposed policy:

PERFORMANCE MANAGEMENT

Performance evaluations are completed annually in each following year by the employee’s immediate supervisor. Evaluations are designed to encourage the positive development of each individual staff member. The employee and supervisor discuss the previous 12 months performance and set goals for the coming year. During the evaluation process, the performance standards will be reviewed for any amendments.

Unsatisfactory evaluations may result in disciplinary action, up to and including loss of merit increases and/or termination of employment.

Proposed with edits:

PERFORMANCE MANAGEMENT

~~JOB PERFORMANCE EVALUATIONS~~

~~Thereafter,~~ Performance evaluations are completed annually in each following year by the employee’s immediate supervisor. Evaluations are designed to encourage the positive development of each individual staff member. The employee and supervisor discuss the previous 12 months performance and set goals for the coming year. During the evaluation

process, the performance standards ~~and job duties~~ will be reviewed for any amendments. Unsatisfactory evaluations may result in disciplinary action, up to and including loss of merit increases and/or termination of employment.

~~All new employees serve a provisional period of employment, during which the individual or CRRL may terminate employment at any time. Provisional employees are subject to an informal evaluation after ninety (90) days of employment and a formal evaluation after six (6) months of employment.~~

Current:

JOB PERFORMANCE EVALUATIONS

All new employees serve a provisional period of employment, during which the individual or CRRL may terminate employment at any time. Provisional employees are subject to an informal evaluation after ninety (90) days of employment and a formal evaluation after six (6) months of employment. Thereafter, performance evaluations are completed annually in each following year by the employee's immediate supervisor. Evaluations are designed to encourage the positive development of each individual staff member. The employee and supervisor discuss the previous 12 months performance and set goals for the coming year. During the evaluation process, the performance standards and job duties will be reviewed for any amendments. Unsatisfactory evaluations may result in disciplinary action, up to and including loss of merit increases and/or termination of employment.