

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 3170

3170.1 The District Librarian will conduct a scheduled performance review of each employee prior to the annual step advancement date of the employee.

3170.2 Performance evaluations will be in writing on forms prescribed by the District Librarian. Said evaluation will provide recognition for effective performance, and will also identify areas that need attention and improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

3170.3 Completed performance evaluations will be reviewed by the District Librarian with the employee. The performance evaluation will be signed by the evaluator and also by the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

3170.4 Unscheduled performance evaluations may be made at the discretion of the District Librarian or his/her designated representative.

Adopted 02/27/2006