

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 4030: Performance Evaluation

4030.10 This policy shall apply to all full time regular employees.

4030.20 The General Manager or their designee shall conduct a scheduled performance review of each employee as outlined under the Compensation policy.

4030.30 Performance evaluations shall be in writing on forms or in a format prescribed by the General Manager. The purpose of such performance reviews is to evaluate the employee's current level of performance, to examine the progress made since the last review, and to establish goals for the employee's next review.

4030.40 The performance evaluation shall be signed by the evaluator and the General Manager, and shall be discussed with and signed by the employee.

4030.50 Unscheduled performance evaluations may be made at the discretion of the General Manager or their designee. Performance evaluations may be conducted more frequently if desired by the employee or their supervisor.

4030.60 An employee's performance evaluation score must be in the "standard" range in all categories. There are no automatic pay increases given to employees that score below standard in any category. Compensation, pay increases and anniversary dates for standard or above standard performance evaluations are determined as outlined under the Compensation policy.

4030.70 The employee performance evaluation includes performance rating categories and narratives as follows: Unsatisfactory (U), Needs Improvement (N), Standard/Satisfactory (S), Exceeds Expectations (E), and Outstanding (O).

4030.70.1 In the performance evaluation, the evaluator shall substantiate the employee performance rating by providing examples of employee work performance and identify areas on how to improve employee performance and suggestions on how to improve in each category in the narrative sections.

4030.80 Standard or Above Standard Performance Evaluation

4030.80.1 An employee who receives a standard or above in all categories of the performance evaluation is eligible for an increase in pay based on the employee's position, step within the range, and salary range (if applicable).

4030.80.2 An employee with an above standard evaluation may, upon the recommendation of the employee's supervisor, be increased more than one step within the salary range for their pay.

4030.80.2.1 For an employee to skip steps within the salary range the employee must demonstrate: excellent on-the-job performance, proficiency, and competency within their position; and take initiative to learn other skills, training/educational opportunities.

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4030.90 Below Standard Performance Evaluation

4030.90.1 If an employee receives needs improvement or unsatisfactory in one or more overall category rating, the employee will have up to an additional six (6) month review period to bring the below standard overall category rating(s) back up to standard.

4030.90.2 There will be no merit increase for an employee that falls below standard in any overall category rating on their performance evaluation until the end of the additional review period. Future wage adjustments related to the performance improvement plan (PIP), if applicable, shall be per 4030.90.3.

4030.90.3 The employee's supervisor will counsel the employee as to the deficiency(s) and outline a performance improvement plan (PIP) for the employee to improve performance in the deficient category(s) within the additional review period.

4030.90.3.1 If the employee's performance meets the requirements of the PIP and the deficiency(s) are corrected, at the end of the additional review period the employee will receive an increase in pay, that was a previously withheld step increase or step decrease, effective at the end of the review period.

4030.90.3.2 If the employee's performance is below standard in any overall category ratings at the end of the additional review period the employee will forfeit any salary step increase, and may be subject to further salary decrease, and will be subject to disciplinary action up to and including termination.