All permanent staff members shall be evaluated using the Performance Appraisal and Development Plan ("Plan"), available via the Etrieve Forms platform, on an annual or more frequent basis.

Supervisors and employees should use the Plan to:

- Set performance objectives for the upcoming year
- Review progress toward previous performance objectives set
- Report on and plan professional development opportunities
- Recognize achievements in the employee's work,and
- Measure performance across multiple rating sections.

Supervisors should review and discuss the evaluation with their individual employees. After the employee and supervisor have reviewed the evaluation, it will be sent to the appropriate Executive Leader for final review and then to Human Resources for archiving in an employee's personnel file.

On an annual basis, Human Resources will provide details as to when the most recent Performance Appraisal and Development Plan form is available in the Etrieve Forms document library, the official appraisal period for evaluations, and the deadline for performance evaluation completion. Published criteria for performance evaluations can be found on the Employee Hub under the Human Resources section.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

November 2021	Adopted.
November 18, 2026	Reorganized as Procedure 3.3.2.2 - Evaluation of Staff Employees