



E-027

## **Richmond Heights Memorial Library STAFF EVALUATIONS**

The Library's Staff Evaluation process is designed to:

- Link employee performance to the Library's long-range goals and objectives
- Increase performance-based communication between supervisors and employees
- Provide an objective basis for making pay-for-performance decisions
- Establish a high-performance work environment

The process works to focus attention on the key result areas and critical activities necessary to help the Library succeed now and into the future.

Supervisory personnel will hold formal review sessions with all employees annually no later than May 15. Supervisors may elect to hold a mid-year evaluation session with employees.

New employees will receive an evaluation after six months of employment.

If an employee does not agree with the performance evaluation he/she receives, he/she may appeal the review to the Library Director. The employee's signature on the evaluation form shall not signify acceptance of the evaluation; it shall be the acknowledgment of the evaluation of the employee by the supervisor. Consistent with the Library's grievance policy, only employees who have completed their Introductory Service Period have the right to appeal their performance evaluation.

All appeals must be filed within seventy-two (72) hours of the evaluation. Failure to do so will be regarded as acceptance of the evaluation, and the right to further appeal shall be forfeited. Appeals must be filed in duplicate with the supervisor and the Library Director.

*Adopted by the RHML Library Board of Trustees January 16, 2024*