

## **OPP 4.4 – EMPLOYEE PERFORMANCE EVALUATION**

**PURPOSE:** To outline the policy and procedures for evaluating the performance of all employees of Round Rock Christian Church.

### **POLICY**

It is the policy of Round Rock Christian Church to establish a performance plan and review process that is responsive to the mission of the church. The goals of the performance evaluation process are:

- Encourage development of employees
- Foster acceptance of responsibility
- Recognize the diversity of our gifts
- Allow for joint participation of supervisors and employees
- Be equitable and responsive to supervisors and employees.

Employee performance will be appraised at least annually using work plan and performance objectives which the employee has participated in developing with the supervisor. The appraisal results will be used as a basis for rewarding, promoting, training, reassigning, retaining, granting or denying salary increases, assisting employees to improve performance, and removing employees when such action is warranted.

### **Annual Performance Plan and Review**

All compensated positions will be evaluated annually by the supervisor and Personnel Committee using the same criteria and process. The evaluation process is developed by the Personnel Committee. The evaluation team will meet at least annually. Supervisors hold a mid-term meeting with direct reports to review progress of performance plans and provide balanced feedback of performance-to-date.

### **Performance Review**

Each employee of Round Rock Christian Church will receive a performance review from his/her supervisor and a Personnel Committee representative three months after his/her hire date, to discuss performance, provide feedback, or modify objectives.

The purpose of this review is to determine if the new hire employee can be removed from probationary status. The format for the three month performance review shall be that of a memorandum or other written summary report.

If the employee does not agree with the appraisal the employee should discuss those concerns during the performance evaluation meeting. If the supervisor (working with the Personnel Committee representative) agrees that the concerns are justified, the appraisal may be updated. If the employee and supervisor do not agree at the end of that meeting, and employee wishes to contest the appraisal, he or she may submit a dated, written request for reconsideration of his/her final performance appraisal to the supervisor within ten (10) days of receipt of the appraisal. The supervisor must provide a response to the employee within (10) days either in person or in writing.

If the employee is not satisfied with the supervisor's final response, he or she can pursue their concern by writing to the Personnel Committee and Senior Pastor within five (5) days of receipt of the supervisor's response.

The Personnel Committee Chair and Senior Pastor will review the performance appraisal, and will issue a final decision to the employee within ten (10) days. If the employee is still not satisfied, or if the Personnel Committee Chair and Senior Pastor fail to respond within the allotted time, the employee may appeal to a three (3) member committee. The appeal committee will be composed of congregation members, two appointed by the Guiding Board Moderator and one congregation member chosen by the employee.

The Personnel Committee will monitor the schedule and process for performance appraisals and a copy of the completed appraisal will become a part of the employee's permanent file.

### **Progressive Corrective Action**

In certain cases, an employee's performance may not meet the standards or expectations necessary for acceptable performance of the job but the shortcomings may be viewed as correctable. The church will follow a progressive action policy for both supervisors and employees.

The supervisor and employee shall work together to set explicitly defined and attainable goals and corrective actions. The employee or the supervisor may request a meeting with a representative of the Personnel Committee to clarify and resolve issues.

The process for progressive corrective action will be as follows:

- Step 1: The supervisor shall verbally make the employee aware of his or her expectations for performance and of his/her willingness to work with the employee in resolving the work-related problem. This conversation between the supervisor and the employee is to be documented by the supervisor.
- Step 2: If performance continues to be unsatisfactory, the supervisor again counsels with the employee and documents the counseling in writing. A copy shall be given to the employee who will acknowledge receipt with his/her signature. The counseling document will be entered into the employee's personnel file. The counseling shall stipulate a time frame within which the employee is expected to resolve the performance problem.
- Step 3: If the problem is not satisfactorily resolved, the employee may be placed on probation. Before placing an employee on probation, a supervisor must consult with the Administrative Team Leader and a Personnel Committee Chair. The probation meeting shall be documented, including the date of the meeting, a description of the work related problem(s), the course of corrective action to be taken, and the amount of time in which the employee and the supervisor shall resolve the problem. The document shall be signed by the supervisor, the Administrative Team Leader and the Personnel Committee Chair.

Probationary periods may be established for 30, 60, or 90 days. The document shall include a specific statement that failure to resolve the work-related problem may lead to termination of employment. A copy of the probationary document shall be given to the employee and to the Personnel Committee Chair for placement in the employee's permanent file.

- Step 4: If the employee does not meet the conditions of the probationary period, or a performance problem is not resolved, or the problem recurs after the probationary period, the employee is subject to termination.

### **Separation by Mutual Agreement**

Employees and their supervisor(s) may reach a mutual agreement, following discussion of a work-related issue, whereby the interests of both would best be served by separation of the employee from employment. Under such circumstances, the separation would be without prejudice, and no further action would be taken. A record of this agreement, signed by all parties, shall become part of the employee's permanent file and the Personnel Committee will follow the process in OPP 4.6 – Termination Procedures.

**AUTHORITY:** *Section VI of the Bylaws of Round Rock Christian Church and OPP 4.2. The Administrative Team performs the staff administrative functions of the church. The Personnel Committee monitors and administers all employment practices of the Church.*

### **EFFECTIVE DATE**

August 17, 2008

### **LAST REVISION DATE**

August 17, 2008