

## **OPP 4.4 – EMPLOYEE PERFORMANCE REVIEW**

### **PURPOSE**

To outline the policy and procedures for reviewing the performance of paid staff employees of Round Rock Christian Church.

### **POLICY**

It is the policy of Round Rock Christian Church to conduct annual employee performance reviews that are consistent with job descriptions, personal performance objectives, and the vision and mission of the church. The goals of employee performance reviews are for:

- Acknowledging the diversity of our gifts for accomplishing work tasks,
- Allowing for joint participation and feedback by supervisors and employees, and
- Recognizing positive work performance, setting new objectives, and identifying improvement opportunities.

### **Performance Plan and Review**

The Personnel Team develops, maintains, and monitors the process and schedule for performance reviews. A copy of completed reviews and written summary reports become a part of the employee's permanent file.

A mid-year performance review meeting with the supervisor and at least one Personnel Team member is conducted for established employees using the job description and performance objectives previously developed between the employee and the supervisor. The review results are used as a basis for determining levels of performance, encouraging improvement as needed, and recommending changes in wage levels.

*New hires* meet with their supervisor after three months of service to review progress, to modify initial objectives if appropriate, and to plan for additional training if required. The format for the three month performance review consists of an informal discussion with a written summary report.

### **Progressive Corrective Performance Improvement**

In those cases where an employee's performance does not meet the minimum standards for acceptable performance, a three (3) step procedure is followed:

Step 1: At the time of the performance review meeting the supervisor advises the employee of his/her willingness to work with the employee to resolve the performance-related problem(s) by mutually agreeing to attainable goals and behaviors and additional training if necessary. This conversation is documented and acknowledged and signed by the employee with a copy to the employee and the original retained in the employee's personnel file. If during the next sixty (60) days, performance improves to the required standard, the change is noted on the performance review form.

Step 2: If after sixty (60) days the job performance continues to be unresolved, the supervisor in consultation with the Personnel Team and the Administrative Team leader advises the employee that they are placed on a thirty (30) day probationary improvement plan and failure to meet the required

performance standard may result in employment termination. The supervisor, Administrative Team leader, and a Personnel Team member sign a document outlining the performance problem(s) and a final plan of corrective action. The employee is requested to sign the corrective action document with a copy to the employee, and the original retained in the employee's personnel file.

Step 3: If after the thirty (30) day probationary period the performance problem remains unresolved, the supervisor and a Personnel Team member present the situation at the next regularly scheduled Administrative Team meeting. Upon review the Administrative Team with the consent of its members present makes the final decision to accept the supervisor's request for termination. The supervisor with a Personnel Team member present advises the employee of the terms of separation as outlined in OPP 4.6 – Termination Procedure.

### **Performance Review Dispute Procedure**

In the event an employee does not agree with the performance assessment, the employee should first discuss his/her concerns during the performance review meeting. If the supervisor with a Personnel Team member present agrees that the concerns are justified, the review may be updated.

If the employee and supervisor do not agree at the end of the initial review meeting, and the employee wishes to contest the review, he/she may submit a dated, written request for reconsideration of the final performance review to the supervisor within ten (10) days of the date of the initial review meeting. The supervisor, in consultation with the Personnel Team, must provide a response to the employee either in person or in writing within ten (10) days after receipt of the employee request and retain a document of this action in the employee's personnel file.

If the employee is not satisfied with the supervisor's final response, he/she may appeal their concern in writing to the Administrative Team leader within ten (10) days of receipt of the supervisor's response. The Administrative Team will review the employee's concern(s) at its next scheduled meeting with the supervisor and at least one member of the Personnel Team present. Upon review, the Administrative Team by consent of the members present may accept or reject the employee's concern(s). If accepted, the supervisor will revise the performance review document accordingly and advise the employee. If rejected the supervisor will advise the employee of the rejection and retain a note documenting the rejection decision in the employee's personnel file.

**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 Team monitors and administers all employment practices of the Church.**

### **EFFECTIVE DATE**

August 17, 2008

### **LAST REVISION DATE**

August 17, 2008

December 10, 2018