



Staff Evaluation and Compensation Adjustment Procedures

Description

It is the intent of this procedure to outline the manner in which employee performance is evaluated and in which supervisor and employee work together to plan for success.

Procedure

At present, all employees, with the exception of the Director, are supervised by the Director. The Director will conduct evaluations of employees in the third quarter of each year. The Director may, at his discretion, also conduct evaluations of employees completing their six-month probationary period.

Evaluation will consist of the following:

Step 1

The Director will provide the employee with a self-evaluation form of the Director's choosing. The Director will provide an adequate amount of notice and an appropriate amount of time away from other tasks so as to allow the employee the opportunity to thoughtfully consider their evaluation.

Step 2

The employee completes his or her self-evaluation and turns in a copy to the Director.

Step 3

The Director reviews the self-evaluation form and completes an evaluation form of the Director's choosing. Evaluation forms should include an evaluation of the employee's performance over the period being reviewed as well as goal-setting for the coming year.

Step 4

The Director and the employee meet to discuss face-to-face the evaluation and the employee's self-evaluation. The employee is offered an opportunity for formal comment to the evaluation offered by the Director.

Step 5

Copies of all documents are dated, the evaluation and self-evaluation are signed by both the Director and the employee. The employee is given copies and originals are placed in the employee's file.

Step 6

No later than its January board meeting, the Director issues a report to the board confirming that the evaluation process was completed in the prior quarter. Any issues of concern that arose during the process should be brought to the attention of the Personnel

Committee for information and consultation.

Evaluation of the Director

It is the board's responsibility to ensure that the Director receives an annual evaluation. Evaluation of the Director will be conducted by the President and Vice President in consultation with the Personnel Committee and with feedback from board members. It will follow a process similar to that for all other staff described above. The President will confirm, no later than its January meeting, that the evaluation of the Director has been completed.

Decisions Regarding Compensation

Decisions regarding adjustments in an employee's compensation will be made based on various factors including performance, level of responsibility, cost of living and the library's overall finances. As part of the year-end budget planning process, the Director will offer a proposal for employee compensation for the year ahead (a salary plan). This will be presented to the Personnel Committee for discussion and feedback. Following this, an aggregate proposed salary amount for the coming year **will be** offered to the Finance Committee for inclusion in budget planning. Any necessary adjustments will be worked out between the Director, the Treasurer and the chair of the Personnel Committee. A report of compensation adjustments will be presented to the board annually for an up or down vote by the February meeting of the board.

Adopted: 3/29/12