

Subject: Performance Appraisal
Policy Number: D-3
Pages: 1
Original Date: 04/13/2013
Review Date: 06/18/2014
Approval Date: 04/13/2013
Approved by: Resolution Number 13-66

POLICY

To ensure the employee performs his/her job to the best of his/her abilities, it is important the employee be recognized for good performance and the employees receive appropriate suggestions for improvement when necessary. The organization is dedicated to fostering a work environment that encourages individual excellence and team involvement. An integral part of this emphasis is the performance review system. It begins with a focus on the Organization mission and goals. The organizational job description for the employee's specific position notes the areas and job specific goals that will be reflected on the employee's performance review form. The employee's performance review is in large part, tied directly to his/her specific job description.

Timing of Performance Reviews:

- A. Every full-time and part-time employee may receive a formal performance review upon completion of his or her six (6) month introductory/evaluation period. The results of the review shall determine if the evaluation period has been successfully completed or if it should be extended.
- B. Regular reviews shall be conducted for all full-time and part-time employees at the time of their annual anniversary in their present positions based upon their last hire date.
- C. At any time the employee's supervisor feels it would be useful and appropriate, i.e. when significant changes in work responsibilities require changes in work assignments, when significant changes in work performance occur, etc.
- D. Employees who are promoted/demoted, or who transfer to a new position which entails significant new duties, may receive a review after 6 months from the date of change, and the annual review shall occur one year (1) from the date of change thereafter.
- E. It is the policy of the Kaw Nation all employee evaluations should be conducted by their immediate supervisor. However, if a Regular Employee evaluation is not conducted within thirty (30) days after its expected date, in accordance with the schedule included in this section, the Regular Employee's evaluation shall be conducted by the Director, Manager or Program Coordinator who is immediately next in the chain of command. If the Director, Manager or Program Coordinator is unable to conduct the employee's evaluation within ten (10) days from the additional thirty (30) days, the Chair shall appoint the individual or individuals to conduct the evaluation.