



## Recreation Policy/Procedure 4.3.3 PART-TIME EMPLOYEE EVALUATION

<b>Policy Group:</b>	4.0 Human Resources	<b>Date Revised:</b>	1/30/2017
<b>Sub-section:</b>	4.3 General	<b>Date Approved:</b>	1/30/2017
<b>Policy Number</b>	4.3.3	<b>Approved By:</b>	Lynn Greb
<b>Location:</b>	<a href="#">N:\Policy and Procedures\4.0 Human Resources\4.3 General</a>		
<b>Scope:</b>	All MPS Recreation full-time and part-time employees		
<b>Policy Disclaimer:</b>	This policy may be revised anytime without notice. All revisions supersede prior policy and are effective immediately upon approval.		
<b>Attachment(s):</b>	4.3.3(f1) - <a href="#">Part-Time Staff Evaluation Template</a>		

### **POLICY**

Part-time employees are evaluated for each position they hold within a calendar year. Evaluations are based on the performance of assigned duties and responsibilities as outlined in their job description(s).

### **PURPOSE**

To assess employee performance and provide feedback to improve performance.

### **PROCEDURES**

The standard Part-Time Staff Evaluation consists of seven rating categories. Program specific rating categories that align with the job description may be added to ensure job specific duties are assessed.

#### **EVALUATION PROCESS:**

1. Evaluations are to be conducted:
  - A minimum of one time annually.
  - No sooner than 7 business days prior to the employee’s last day of assignment.
  - No later than 7 business days after the employee’s assignment has ended.
2. All staff should be shown a copy of the Part-time Staff Evaluation and the Program Supervisor should explain the evaluation process to the employee.
3. The work performance of the employee should be informally assessed on an ongoing basis throughout the course of his/her assignment. If the employee is not meeting expectations, a Corrective Action Plan should be implemented for the remainder of his/her assignment using the Part-Time Employee Conference Report.



4. When completing the evaluation, the employee's direct Supervisor will:
  - Assign a rating to each category listed on the evaluation
  - Total the ratings and then divide by the number of categories rated to get an average score
  - The average score becomes the employee's "Overall Average Rating"
  - Specific comments may also be added and contribute to the overall effectiveness of the evaluation
  
5. After completing the Part-time Staff Evaluation:
  - The Supervisor should schedule a time to meet with the employee to review his/her evaluation
  - After thorough review of the evaluation, both the Supervisor and employee should sign the evaluation
  - The Supervisor then forwards the original copy of the evaluation to the Administrative Assistant for filing in the employee's personnel file

***If an employee is unable to attend his/her performance review:***

- A copy of the completed evaluation will be sent via U.S. Mail to the employee's home address within 10 days of the last day of his/her assignment
  - The employee will have 10 days to return a signed copy of the evaluation
  - If a copy of the evaluation is not signed and returned within 10 days, an unsigned copy will be placed in the employee's personnel folder
6. Appeals can be filed if:
    - Employee's Overall Average Rating indicates "Not Meeting Expectations"
    - Appeals may be made to the program Supervisor.