

R.C.C.C. RIVER CITY CORRECTIONAL CENTER  POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	REVISED DATE: 1/22/07
SECTION: Programs	DATE REVIEWED: 3/3/08
SUBJECT: Annual Review of Job Performance	
DRC CBCF STANDARD: General Specific, #5	
ACA STANDARD: ACA STANDARD: #4-ACRS-7B-6	PAGE <u>1</u> OF <u>2</u> PAGES

## I. POLICY

Job performance for Program Directors and all staff shall be reviewed annually. In addition to formal written annual evaluation(s), supervisors shall monitor, guide and assist staff to ensure effective delivery of services.

## II. PROCEDURES

River City Correctional Center (RCCC) has a policy and procedure for performance evaluations for all employees. Evaluations will be in writing and will be conducted annually. Each performance evaluation shall be reviewed, discussed and signed by the employee and evaluator. The defined criteria is as follows: Judgment; Making Decisions; Initiative; Planning and Organizing; Communication Orally; Communication in Writing; Creativity; Working with Associates; Working with the Public; Produces Quantity of Work; Produces Quality of Work; Appearance; Depth of Job Skills; Dependability; Inter Agency Coordination; Attendance; Job Safety; Job Understanding; Effectiveness Under Stress; Attitude; Follows Policies and Procedures; Serving as Leadworker; Adaptability; Cleanliness and Equipment Maintenance; Job Attentiveness; and Constructive Criticism.

Formal evaluation of an individual staff member's job performance is conducted once during their probationary period and on an annual basis thereafter.

Informal evaluations may take place at any time during an individual's employment with RCCC and such evaluations may or may not be in a written format.

The purpose of all employee evaluations is to provide a structured setting within which employees may receive constructive feedback geared to enhancing their job performance.

1. The Employee Performance Evaluation Form is used for documenting all formal evaluations.
2. During the initial evaluation, each staff member's job performance is evaluated by the immediate supervisor with review of same by applicable administrative staff.
3. The "Annual Review Date" will be the date the employee began their duties in that position.
4. When an employee is promoted or transferred, the employee may be required to begin a new evaluation period, which is four to twelve months. Upon completion of the evaluation period, a new "Annual Review Date" is established. The "Annual Review Date" will be the date that the

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employee began their duties in the new position.

5. Any formal job performance evaluation is discussed with the subject employee. The employee has the right to comment on the contents of the evaluation in writing on the Employee Performance Evaluation Form itself.
  - a. If the evaluation indicates areas of weakness and/or unsatisfactory performance, the employee may be given a specific time period in which to achieve a satisfactory level of performance.
  - b. Employees have the right to file an appeal in accordance with established procedures against their job performance evaluation. However, such action does not negate any specific time period in which to achieve satisfactory job performance as referred to in Section 5 paragraph A, herein.
6. Upon completion of the performance evaluation, both the immediate supervisor conducting the evaluation and the employee sign the Employee Performance Evaluation Form.
7. The Employee Performance Evaluation Form is forwarded via the chain of command for review and signature of the designated Administrative Staff.
8. RCCC reserves the right of Administrative Staff to discuss any employee job performance evaluation with the subject employee.
9. A fully-executed Employee Performance Evaluation Form is forwarded to the Executive Director or designee for filing in the appropriate employee's personnel file. The Executive Director or designee ensures a copy of the Employee Performance Evaluation Form is given to the employee.
10. The Personnel Assistant or designee notifies Supervisory Staff at least two weeks in advance of pending job performance evaluations for employees under their direct supervision.