

9.09 Administrative Performance Evaluations

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to conduct formal, annual performance evaluations with all administrative staff.

Procedures:

All Administrative supervisors and staff are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal annual performance evaluations are conducted to provide both employees and supervisors the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive approaches for meeting goals.

Performance evaluations will take place on the employee's anniversary date of hire.

All administrative employees will have a one-time option during their period of employment with Licking/Knox Goodwill, Industries, Inc. of receiving an additional week of vacation in lieu of a pay increase at the time of their annual performance evaluation. This option will only be granted to employees whose overall performances meet or exceed standards for that evaluation period. The department director will consult with the Director of Human Resources regarding eligibility. At no time will an employee be eligible to exceed his/her maximum vacation defined in their terms of employment.

The CEO/President will be evaluated in February of each year rather than on their anniversary dates.

Performance evaluations will be completed at 6 months and again at 12 months with an annual evaluation every 12 months thereafter.