

PATHWAYS ABILITIES SOCIETY

PROCEDURE: PERFORMANCE EVALUATION

Applies to: All Personnel, Board of Directors and Volunteers

Effective/Revision Date:

1993
April 28, 2003
April 19, 2004
February 21, 2005
July 14, 2008
September 12, 2011
March 5, 2012
January 24, 2013
March 16, 2016
March 2, 2020
April 16, 2020
April 22, 2020
June 24, 2020

Employee Probationary Evaluation Reports

1. The employee is made aware of the probation evaluation time and date.

2. The supervisor or manager:
 - Completes the probation report in the Excel document. Probationary employees who work in more than one area have the probationary report completed by their primary supervisor or manager who solicits input from the other area supervisors or managers. The other area supervisors or managers may also attend the evaluation meeting.
 - Saves it to the employee's evaluation file in the directory, specifying the probation month and year i.e. Smith Probation Report Jun 15.
 - Notifies the executive director or designate that the evaluation has been completed.

4. The executive director or designate:
 - Reviews the probation report.
 - Prints the probation report, initials it and gives it to the supervisor or manager to review with the employee.

5. Upon completion of the probation evaluation meeting:
 - The employee signs the probationary report indicating the content of the report has been reviewed.
 - The supervisor or manager signs the probationary report, copies the report and provides the employee with a copy and uploads to the person's ShareVision site. The original is placed in the employee's personnel file.

6. If an employee has concerns regarding the evaluation or the process, he/she follows the Pathways Abilities Society Conflict Resolution procedure.

Employee Pre-Probation Completion Performance Evaluations

1. The employee is made aware of the evaluation time and date which occurs prior to the completion of the person's probation.
2. The supervisor or manager:
 - Completes the evaluation in the Excel document. Employees who work in more than one area have the evaluation completed by their primary supervisor or manager who solicits input from the other area supervisors or managers. The other area supervisors or managers may also attend the evaluation meeting.
 - Saves it to the employee's evaluation file in the directory, specifying the Evaluation and year i.e. Smith Final Probation Evaluation Jun 15.
 - Notifies the executive director or designate that the evaluation has been completed.
3. The executive director or designate:
 - Reviews the evaluation.
 - Prints the evaluation, initials it and gives it to the supervisor or manager to review with the employee.
4. Upon completion of the probation evaluation meeting:
 - The employee signs the evaluation indicating acceptance or objection.
 - The supervisor or manager signs confirming the completion and review, copies the document and provides the person with a copy and uploads to the person's ShareVision site. The original is placed in the employee's personnel file.
5. The supervisor or manager schedules times to review and document the status of the employment goals throughout the year.
6. If an employee has concerns with the evaluation or the process, he/she follows the Pathways Abilities Society Conflict Resolution procedure.

Employee Annual Performance Evaluations

1. The executive director prepares the employees evaluation packages (job description, Confidentiality form, Internet Usage form, etc.) in the month of December. He/she gives the packages and blank evaluations to the supervisors and managers.
2. The supervisor or manager gives each employee their package and makes them aware of the evaluation date and time.
3. The employee and supervisor each complete an evaluation form.
4. The supervisor or manager:
 - Completes the evaluation in the Excel document. Employees who work in more than one area have the evaluation completed by their primary supervisor or manager who solicits input from the other area supervisors or managers. The other area supervisors or managers may also attend the evaluation meeting.
 - Saves it to the employee's evaluation file in the directory, specifying the year i.e. Smith 2015.
 - Notifies the executive director or designate that the evaluation has been completed.

5. The executive director or designate:

- Reviews the evaluation.
- Prints the evaluation, initials it and gives it to the supervisor or manager to review with the employee.

6. Upon completion of the evaluation meeting:

- The employee signs the evaluation indicating acceptance or objection.
- The supervisor or manager signs both copies confirming the completion and review, copies the document and provides the person with a copy and uploads to the person's ShareVision site. The original is placed in the employee's personnel file.

7. The supervisor or manager schedules times to review and document the status of the employment goals throughout the year.

8. If an employee has concerns with the evaluation or the process, he/she follows the Pathways Abilities Society Conflict Resolution procedure.

Person's Receiving Service/ Social Ventures Performance Evaluations

1. The area supervisor or manager prepares the evaluation packages (job description, Confidentiality form, etc.) in the month of October. He/she gives the packages and blank evaluations to the support workers.

2. The person is made aware of the evaluation time and date.

3. The support worker:

- Completes the evaluation and reviews with the employee. Employment or other goals are identified and documented.
- Reviews the job description and any of the other employment related documents with the person and has the person sign and date.

4. Upon completion of the evaluation meeting:

- The employee signs the evaluation indicating acceptance or objection.
- The support worker signs the evaluation confirming the completion and review and copies the documents and provides the person with a copy.

5. The support worker gives the originals to the supervisor or manager who places them in the employee's personnel file.

6. The supervisor or designate schedules times to review and document the status of the employment goals throughout the year.

7. If the person has concerns regarding the evaluation or the process, he/she follows the Pathways Abilities Society Conflict Resolution procedure.

Board of Directors Performance Evaluations

1. The executive director provides the board of directors with individual self evaluations to complete and return in the month of June.

2. The executive director compiles the data and reports the results to the board of directors.
3. The board of directors addresses the specific areas requiring development or improvement.

Volunteer Performance Evaluation Reports

Refer to the Volunteer and Practicum student procedure.