


POLICY ID: HR-005	TITLE: Employee Evaluation Program	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION #3 EFFECTIVE DATE: Jan 1st, 2022 <i>Original Adopted 10/08/2007</i> <i>Revision 1 adopted 05/28/2013</i> <i>Revision 2 adopted 09/25/2018</i> <i>Revision 3 adopted 10/12/2021</i>	APPROVED BY VILLAGE BOARD:  <hr/> Village Clerk, Signature	DATE: 4-19-22 <hr/> Date
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT <input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> FLSA NON-EXEMPT <input checked="" type="checkbox"/> FULL-TIME EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

Purpose – This policy is adopted to inform those exempt and non-exempt non-represented employees of how the Village completes their evaluations and how the Village will adjust wages relating to the assessments. It is adopted so that there is transparency to ensure that assessments and the accompanying wage adjustments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

Procedure –

The Village will evaluate employees on the requirements of the adopted position description for their current job with the Village. These evaluations shall lead to wage adjustments.

After the Village hires an employee, each year on or around the anniversary of the employee's hire date, the employee shall complete an evaluation using the attached form and submit it to their supervisor. The employee's supervisor shall meet with the employee, and together they shall complete the form, reviewing prior year goals set for the employee. The supervisor shall tabulate the results from that evaluation, and the supervisor will submit that tabulation to the Village Administrator for confirmation.

The Village Administrator will submit the tabulated form to the Village Board during a closed session and the Village Board will review, revise and then adopt the evaluation.

The approved evaluation shall determine the level of wage adjustment that the employee shall be eligible to receive beginning on the next pay period immediately following the employee's job anniversary date.

In January, The Village Board shall adopt a wage adjustment chart that shall equate the percentage wage increase that directly correlates to each level of the evaluation system.

HR-015 shall cover the evaluations of the Village Administrator.