

## **PER17: Performance Evaluations**

All Library employees will receive annual performance reviews. The review will be conducted by their immediate supervisor and will be conducted on an administrative library form that shall be signed by the Director.

The performance evaluation will include factors such as the quality and quantity of work, attendance record, and knowledge of the job, initiative, work attitude, and attitude towards others. The performance evaluation should help staff to become aware of progress, areas of needed improvement, and objectives or goals recommended for future work performance. Positive performance evaluations do not guarantee increases in compensation. After the performance review with the manager, staff will be asked to sign the evaluation report simply to acknowledge that it has been presented, discussed and that the employee is aware of its contents.

Any employee who is on an active improvement plan or has an unsatisfactory rating (or its equivalent) on their current evaluation for any reason will not be eligible for a raise.

**Chattahoochee Valley Libraries Board:**  
**Muscogee County Library Board:**

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