

PERFORMANCE EVALUATION GUIDELINES

(January 2019 – December 2019)

Performance Evaluation Requirements

The performance evaluation rating period includes January 1, 2019 through December 31, 2019. A formal evaluation must be completed for all regular full-time and regular part-time employees.

If an employee will not complete his/her probationary period as of December 31, 2019, a performance evaluation should **not** be completed until the conclusion of the probationary period. If an employee completed his/her probationary period at any time during 2019, a performance evaluation must be completed for the 2019 rating period.

Performance evaluations must be completed for Police and Fire personnel who complete the first six (6) months of the twelve (12) month probationary period as of December 31, 2019.

If an employee has not completed his/her six (6) month adjustment period as of December 31, 2019, a performance evaluation must be completed for their present position. A performance evaluation must also be completed at the conclusion of the adjustment period.

Performance Based Increases

Performance Evaluations will aid in determining eligibility for performance based increases. As noted, these evaluations are based on calendar year activities and any salary increases will be determined and approved by the Board of Aldermen during the annual budget process and effective during the next fiscal year.

Due Dates

All completed performance evaluations are due to the Human Resources Department **by Monday, February 3, 2020 at 5pm.**

Spreadsheets will be provided to each Department Head in the next couple of weeks. Department Heads will be required to include the Performance Evaluation overall score on the spreadsheet and submit to Human Resources Department by **Monday, February 3, 2020 at 5pm.** Spreadsheets should be emailed to digiuliod@newbermnc.gov.

You may contact the Human Resources Department at (252) 639-7571 for questions regarding Performance Evaluation Guidelines.