Trindel
Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity
A Joint Powers Authority Established in 1980
www.trindel.org

Performance Appraisal and Evaluation Process Policy

Purpose

At Trindel Insurance Fund (hereafter referred to as the "Fund"), performance appraisal provides a means for discussing, planning and reviewing the performance of each employee.

Regular performance appraisals:

- Help employees clearly define and understand their responsibilities
- Provide criteria by which employees' performance are evaluated
- Suggest ways in which employees can improve performance
- Identify employees with potential for advancement within Trindel
- Help supervisors communicate and achieve departmental goals
- Provide a fair basis for awarding compensation based on merit

Eligibility

- All employees are eligible for an annual performance review
- Employees within the 12-month probation period shall receive performance evaluations at 6 and 12 months, then on an annual basis per the Fund schedule

Procedures

Performance review schedule

- Performance appraisals, with the exception of Executive Director, are conducted on an annual cycle and final reviews are due to the Executive Director no later than 15 days prior to employees employment anniversary date of each year
- Employees will receive a written performance review no later than their employment anniversary on an annual basis

Performance reviews

- Each supervisor is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees based on established criteria, agreed goals and objectives and actual performance
- All performance reviews are discussed with the Executive Director prior to meeting with the employee
- Performance reviews are an interactive dialogue between supervisor and employee (not a negotiation) and reflect the supervisors' assessment of employee performance

Responsibility

- Supervisor will use the performance review forms provided by the Fund and the completed evaluation will be retained in the employee's personnel file
- Prior to the performance review, each direct report shall provide their supervisor with a list of accomplishments and achievements for the evaluation period

- The performance evaluation is reviewed and signed by both the employee and the supervisor to ensure that all strengths, goals and areas for improvement are discussed and submitted to the Executive Director for approval
- Goals and objectives for the next review period are developed and reviewed

Right to modify policy
The Executive Director reserves the right to, change, modify or rescind a performance evaluation.

Performance Improvement Plans (PIP)
Employees who receive a rating of "Unsatisfactory" (9 or less pts) or "Sometimes Achieves Expectations" (10 to 14 pts) rating shall be placed on a 30 to 90 day performance improvement plan with the understanding that work must improve immediately and on a sustained basis to avoid further employment actions.