



## Policy: Performance Appraisals

**ChildNet Number: CN 009.037**

**Original Approved Date: June 2, 2003**

**Policy Revised Date(s): August 15, 2007, October 2009, June 22, 2010,  
November 19, 2010**

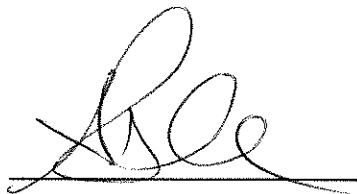
**Policy Sunset Date:**

**COA Standard(s): HR 6.01, 6.02, 6.03**

### Statement of Policy:

In order to attract and retain a highly qualified and competent work force, ChildNet has instituted a performance appraisal program to compensate employees in a fair and equitable manner based upon demonstrated job performance, and in accordance with ChildNet's related policies and procedures.

**Board Chair's Signature:**



**Date:**

11-30-10



## Procedure: Performance Appraisals

**ChildNet Number: CN 009.037**

**Original Approved Date: June 2, 2003**

**Procedure Revised Date(s): August 15, 2007, October 2009, June 22, 2010, November 19, 2010, August 22, 2014, March 20, 2018**

**Procedure Sunset Date:**

**COA Standard(s): HR 6.01, 6.02, 6.03**

### Statement of Procedure:

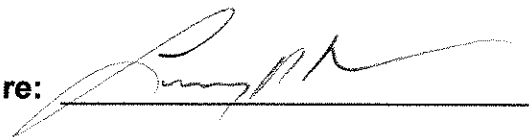
Employees receive constructive work reviews designed to address specific performance and organization expectations, professional skill objectives and development, and recommendations for training needs and interests. Employees shall receive, sign and have an opportunity to comment on their performance appraisal annually. A signed copy shall be retained in the personnel file.

Unlike many employers, however, changes imposed by ChildNet's governmental funding source(s) (including retroactive reductions in funding) often limit the parameters of ChildNet's ability to maintain a compensation system which assures scheduled or merited increases at specified periods. ChildNet strives to provide a consistent predictable compensation schedule, but circumstances such as those described herein may limit ChildNet's ability to meet this objective.

Fulltime, part-time employees and volunteers are to receive annual constructive performance reviews from their immediate supervisor.

Under usual and appropriate circumstances, employees and volunteers should receive a performance review annually. If an employee or volunteer's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, after the new assignment has begun.

**President's Signature:**



**Date:**

4/17/18