

- 8) Employees not satisfied with written comments to their performance evaluation may request a review by the evaluator's supervisor.
- 9) Information derived from the performance evaluation may be considered when making decisions affecting an employee including, but not limited to: training needs and opportunities, promotion, transfer, or continued employment.
- 10) To ensure consistency, integrity and accuracy of information, the Human Resource Manager/Grants Developer shall be the source of evaluation forms, records of previous evaluations, anniversary dates, changes or deletions to job descriptions, evaluations, etc. The Human Resources Manager will ensure that Supervisors receive a reporting of evaluation deadlines 30 days in advance.
- 11) The completed annual performance evaluation form for each employee is an integral part of the employment process, as well as part of the employee's official personnel record with the Agency. **The form will therefore be treated as a confidential document for all related parties.** Results, effective wage increases (if applicable), and comments are to be discussed in a confidential manner between the employee, Supervisor, Program Director (if applicable), and/or Executive Director (if applicable). Responses to the performance evaluation are to be kept confidential.
- 12) It will be the responsibility of the SCHRA Policy Council Chairman to conduct the Executive Director's annual performance review. When Policy Council Chairman is unable to conduct the review, this responsibility will fall upon the Chairman of the Personnel Committee. **(Rev. 03/04/2010)**
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