



Taber Public Library Policy Manual

Personnel Policy: Performance Evaluations

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library.

POLICY:

1. The Library Manager will evaluate the Library Clerks and Program Coordinator.
2. Staff and Personnel Committee will evaluate performance of the Library Manager for approval by the Board as a whole.

GUIDELINES:

1.
  - a) Evaluation form for Library Clerks shall include Self Evaluation and Employer's Evaluation (see attached). Evaluation will be completed on an annual basis in confidence. Written evaluations of employees will be kept in personnel files.
  - b) The Library Manager will consult with Library Clerks and Program Coordinator to develop position goals and objectives at their annual evaluations. The Library Manager will keep the Library Board informed of Library Clerk and Program Coordinator evaluations and their results.
2. Staff and Personnel Committee will perform the Library Manager evaluation. Prior to meeting with the Library Manager to discuss their evaluation, the Performance Evaluation will be brought in written format to the Board as a whole for any further input and/or comments. Input from the Library Manager regarding their performance evaluation must be submitted to the Staff and Personnel Committee in writing and perused by the Board as a whole. Performance Evaluation must be signed by the Library Manager, Board Chairman and/or Staff and Personnel Committee.
3. In the case of an unsatisfactory evaluation, the Library Manager and/or Staff and Personnel Committee will give the employees written documentation clearly stating the standards which must be achieved and the time lines in which they must be achieved. In such cases a follow-up evaluation will be conducted at a specific time. If there is no improvement, disciplinary action will be taken.

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