

Vilna & District Municipal Library Board Policy Manual

Category: Personnel

Policy Number: 502

Title: Performance Appraisal for Employees

Policy Statement: All employees of the library shall be evaluated at least on a biennial (every two years) basis according to the goals set out under the job requirements.

Guidelines and Procedures:

1. Staff shall complete a goal setting exercise (Appendix F) and submit it to the committee at the last regular board meeting prior to the Library Manager's anniversary date.
2. At this board meeting, a committee of two shall be struck to fill out a performance appraisal (Appendix G) and set a date for a meeting with the Library Manager.
3. The committee will meet at least two weeks prior conferring with the Library Manager.
4. Their evaluation shall be provided to the Library Manager at least one week prior to the said meeting.
5. Any training recommended by the Board will be discussed at the time of the appraisal.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024