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**Subject: Staff Appraisal Policy**

**Source: This policy complies with Head Start Performance Standard 45 CFR 1304.52(i).**

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**Policy**

North Texas Parent and Child Development Inc., Early Head Start employees will participate in a formal performance appraisal with their supervisor annually. The objectives of this meeting are to clarify job expectations, assess performance, identify areas for improvement, and recognize areas of exemplary performance.

**The purpose of this policy is to:**

- Ensure that employees are evaluated on an annual basis
- Ensure that evaluations are conducted fairly, with respect, and in a non discriminatory manner
- Establish the procedure by which the performance evaluation is conducted,
- Clarify performance standards
- Identify responsibilities
- Provide guidelines for employees and supervisors

**Procedure**

**1. Formal performance appraisals are conducted annually for each employee.**

- a. The Executive Director will conduct semi-annual reviews and frequent monitoring meetings with all management and support staff to assess progress, clarify expectations, and develop new plans and objectives **IF NEEDED**. These reviews are not formal performance appraisals.
- b. Program, Education, Nutrition, Disabilities Manager and Center Coordinators will conduct semi-annual reviews and frequent monitoring meetings with all teaching staff to assess progress, clarify expectations, and develop new plans and objectives **IF NEEDED**. These reviews are not formal performance appraisals.
- c. The Social Services Manager will conduct semi-annual reviews of the Family Service Worker(s) to assess progress, clarify expectations, and develop new plans and objectives **IF NEEDED**. These reviews are not formal performance appraisals.

**2. The staff member's immediate supervisor(s) conducts performance appraisals.**

- a. If a staff member has two supervisors, both supervisors will meet separately or together with the employee to complete their section of the appraisal form. The primary supervisor (who supervises primary area of emphasis in the person's job description) has the responsibility for completing the appraisal form and ensuring that the appraisal is finished on time.

b. Supervisors are to closely monitor and mentor new employees.

**3. New employees are in a probationary period for the first six months of their employment**

a. Supervisors will conduct an employee review meeting at the end of three months employment. The purpose of this meeting is to assess progress, clarify expectations, and answer questions the employee may have.

b. While efforts will be made to retain all new employees, NTPCDI can dismiss an employee without cause during the probation period.

**4. All staff will be appraised on criteria listed in their job description and performance appraisal forms.**

a. Supervisors should have a clear understanding of what the job entails before the performance appraisal takes place. The supervisor will review the entire job description and note critical job responsibilities. If performance is lacking in these areas, an effort will be made to ensure that the employee understands and complies with expectations.

b. During the performance appraisal meeting, ample time will be provided to go through the performance appraisal documents as well as review goals that had been set by the employee and supervisor for the previous year.

c. Supervisors are to consider each employee as an individual. Do not compare one staff member with another.

d. Supervisors are to be as factual as possible when reviewing job performance. Note if employee received any work-related awards, compliments, complaints or disciplinary notices? If deficiencies are noted, they are to be backed up by specific examples of job performance.

**5. The following elements must be part of every performance evaluation:**

a. A discussion of how well the employee met job responsibilities and goals. Focus on what will reinforce desired behavior, motivate, and encourage the employee.

b. The discussion is to also point out areas of improvement. The supervisor and employee are to develop an action plan including time-lines.

c. A discussion between the Supervisor and employee to clarify the employees responsibilities and set goals for the coming year. Will there be any changes in job responsibilities? Goals are to address professional development as well as job performance.

**6. Supervisors/managers will meet with the director annually for a Performance Appraisal Meetings to help improve the appraisal process and ensure consistency across the Early Head Start program.**

**7. Before the end of the Performance Appraisal meeting, both employee and supervisor are to sign the appraisal form. Signing the appraisal form does not necessarily represent agreement with the contents of the form. The employee is to receive a copy of the entire performance appraisal document.**

- a. If the employee disagrees with the finding of the performance appraisal, he/she will first discuss their concerns with the supervisor.
  - b. If the issues are not resolved through this meeting, the employee will submit a written explanation of any disagreement to the supervisor's manager.
  - c. The supervisor's manager will review the employee appraisal form and the written explanation and converse with the employee and supervisor separately to resolve the issue.
  - d. If the resolution is still unsatisfactory to the employee, they may:
    - Contact the NTPCDI Human Resources office for guidance.
    - Review the NTPCDI Grievance Policy and follow the steps outlined.
- 8.** Once performance appraisal forms are finalized, the form is sent to the Manager that has primary responsibility for the employee's job performance. The Manager signs off and forwards the completed form to the Executive Director for review and to sign, who will in turn forward forms to the Human Resources Clerk/ Program Secretary, who retains a copy in the employee's personnel file.