



Employee Evaluation

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Effective Date
9/29/15

Policy Statement: Block Party requires weekly performance evaluations of all employees in order to foster as well as maintain an environment of excellence for our company.

Procedure

Conducting weekly to semi-annual employee evaluations (1) increase the effectiveness of personnel of Block Party in completing their personal goals as well as fulfilling the vision, and values of our company; (2) assist personnel in evaluating employee performance in order to select appropriate professional development and personal growth. Employee evaluations also serve as a tool for direct supervisors and other personnel to assess job performance for individuals per job and department which are clearly defined through the VE standard guidelines and supervisors.

The direct supervisor to an employee holds the responsibility of conducting an evaluation of each of their employees weekly, to then be submitted to the Director of Human Resources. In addition to weekly evaluations, a mid-year face-to-face evaluation will be held with employees and their direct supervisors in which they analyze employee growth, areas of improvement (if any), and overall performance. Throughout the year the direct supervisor of each department is held responsible, if the need arises, to hold a coaching sessions with an employee to increase job performance.

Responses are required by Monday of the following work week.

Weekly Evaluation Process for BP Employees

Each employee will be evaluated by their direct supervisor weekly through an employee evaluation form. In the mid-year evaluation, the employee will also complete a self evaluation in addition to their supervisor's assessment of the staff. All evaluations must be kept on file by the evaluating supervisor, and a copy must also be sent to HR electronically. In addition evaluating supervisors must update the employee log which includes number of tardies, unexcused absence, as well as top weekly goal to be set by the supervisor.

Evaluation of Supervisors

Evaluating Supervisors will be assessed by CO's according to their branch, and CO's and the Administrative Assistant should be assessed by the Chairman of the Board. In the

evaluative
process subordinates should be questioned about their supervisor's
performance.

Steps in the Evaluation Process

Planning Period

The supervisor and employee will review and update the employee's job description, prepare a work plan with objectives for the year ahead, and create a personal development goal for said employee. This should be completed within the first two weeks of the evaluation process' effect date.

Mid-Year Review (January)

The supervisor and employee will meet in a face-to-face evaluation where both review the supervisor's review of the employee as well as the employee's self evaluation. Job description and objectives for the remainder of the year should be adjusted accordingly.

End-of-the-Year Review

The supervisor will complete an end of the year (final) evaluation of the employee, and the employee will again complete a self-evaluation. The final signed evaluative form will be forwarded to the human resources department and both employee and supervisor should keep copies of the final evaluation.

Positive feedback to an employee is allowed, if appropriate.

Tardy/Attendance Policy

Being Late 1 time results in a below average rating. If tardiness occurs twice or more within that week a poor rating should be given. The same policy follows for unexcused absences.

Positive Performance Ratings

If an employee receives an overall rating of Excellent in their weekly employee evaluations for 10 weeks in a row (vacations excluded) then he/she qualifies for a pay raise as determined by the department's Supervisor and the Accounting department's Payroll Specialist.

If a category is rated Below Average

Supervisors must meet with an employee if they are given a below average rating in any category and explain why they received that rating. Failure to do so by the supervisor will result in a below average rating in communication towards the supervisor.

Probation for Poor Performance

If an employee receives an overall rating of anything below average in their weekly employee evaluations for 3 weeks in a row, he/she will be considered to be on



probation. When on probation it is mandatory for Supervisors/other department heads to conduct a weekly coaching session in which the employee and supervisor review areas of job performance which need to be improved and make a plan on how to achieve their goal. Employee's will be lifted off of probationary status if they score average or above in their weekly evaluation for 2 weeks in a row. If an employee does not improve his/her performance in 2 weeks since the start of their probationary period, then they will be assigned the duty of cleaning the student store.

Employee Evaluation Log:

<https://docs.google.com/spreadsheets/d/1BvilBxqDalrUPCVOOImy9azBh1QzpC9iYZpibYN3HDw/edit?usp=sharing>

Employee Evaluation Form:

https://docs.google.com/forms/d/1ShCgcBEFxnDtgDyKMBxNUMyOJKe8NJL9GrLZcvMZIac/viewform?usp=send_form