

Chapter 5

Employment Provisions

Section 1 Performance Planning and Appraisal Process

- A. The process is intended to:
- Give the MCPL a way to focus attention and prioritize work to achieve its broad and specific goals.
 - Give persons in supervisory roles a useful and flexible tool to use for managing employee performance.
 - Provide meaningful, useful, and practical feedback to employees regarding their job performance.
 - Provide priorities for individual employee performance for the upcoming performance plan period.
 - Provide clear direction for developing behavior and performance to meet future goals and objectives.
- B. The following is a brief summary of the process:
1. At the beginning of each performance period, employees and their direct supervisor review the list of priority performance areas for the upcoming planning period.
 2. Employees meet with the direct supervisor in quarterly feedback meetings.
 3. The employee prepares for their annual retrospective appraisal by reflecting upon his/her own performance and completing the personal/professional development and learning inquiry worksheet.
 4. The direct supervisor completes the appraisal summarizing the past year's work performance.
 5. The direct supervisor and employee meet and review the direct supervisor's appraisal of the employee's performance and complete the future learning targets section.
 6. Each sign in the appropriate areas; then review the priority performance areas for the upcoming performance period.
- C. Delaying Step Increases: Salary step increases may be delayed at the discretion of the library director/manager when the employee is not performing at a fully satisfactory level.