



**5.1. Performance Feedback & Evaluation.** To achieve the District's goal of supporting and retaining the best employee for every job, supervisors will provide every employee with ongoing feedback and constant communication relating to performance as well as a process that requires regular reflection on an employee's overall contributions. This method is designed to ensure that each employee is receiving the best possible supervisory support and is in the position that best fits their skills.

**5.1.1** Supervisors are expected to immediately inform an employee of any challenge that may be impacting their performance and to clearly communicate the necessary improvement expected. The outcome of that communication should be noted and may influence an evaluation.

**5.1.2** Employees are expected to inform any supervisor as soon as possible of any challenges they face in the performance of their duties and work cooperatively with them to find solutions.

**5.1.3** Managers are available and encouraged to provide feedback to staff and/or discuss performance at any time. It is recommended that the manager send written notes covering the general topics of any performance-related discussion and agreed upon outcomes (if any) to the employee and the Aquatics Manager or District General Manager immediately afterward.

**5.1.4** Supervisors also complete performance evaluations for each employee they supervise every three months (four times per year). This evaluation is part of an employee's personnel record and will influence whether the employee is to be promoted, transferred, demoted, laid off, or terminated. These evaluations are not meant to be a method of communicating a performance issue. Supervisors are asked to answer these four questions about each staff member they supervise:

**(a).** *Given what I know of this person's performance, and if it were my money, I would award this person the highest possible compensation increase and bonus.* Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree

**(b).** *Given what I know of this person's performance, I would always want him or her on my team.* Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree

**(c).** *This person is at risk for low performance.* Please answer Yes or No.

**(d).** *This person is ready for promotion today.* Please answer Yes or No.

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**5.1.5** The answers to these questions are incorporated into the employee's file for reference in future decision-making (i.e. promotion, transfer, demotion or termination).

