
 Town of Swansboro	Personnel Policy		Conditions of Employment Performance Evaluation	
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ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 8. Performance Evaluation

An important part of appraising the quality of job performance is that the process brings the employee and the supervisor together to discuss problems, questions and work progress or lack of progress. Supervisors and/or Department Heads shall conduct Performance Evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be published by the Town Manager.

If an employee is rated unsatisfactory or below expectations, the supervisor shall develop a written Corrective Action Plan outlining performance deficiencies and measures to be taken to correct these deficiencies. A deadline for correcting these deficiencies shall also be set on or before the next performance review date. If the employee's performance does not improve to a satisfactory standard by the deadline date, the supervisor will initiate such disciplinary action as deemed necessary.

Link to pay: Performance evaluations shall be conducted regardless of whether funds are available for associated pay increases. Where funds are available, the Town requires that regular employees receive a total score of at least "meeting expectations" on the performance evaluation in order to receive a merit increase.

In the event an employee is rated "below expectations" overall, he/she will not be eligible for a merit increase or any cost-of-living adjustment awarded for the same calendar year. If the employee's performance does not improve to a satisfactory standard by the deadline date, salary increases will not be granted.