
Subject: MSMEC Policy – Employee Performance Evaluation and Development Policy Policy No.: 230
Original Issue: 2-23-2023 Last Revised: 2-23-2023 Last Approved: 2-23-2023 Page 1 of 3

Cooperative Role and Responsibilities: To provide all employees of Mora-San Miguel Electric Cooperative, Inc. (herein referred to as the Cooperative) a policy that governs performance evaluation and development of all employees, to include union-represented staff employees.

The employees' direct Supervisor shall conduct performance reviews annually for purposes of evaluation and development. The Cooperative expects ongoing evaluation of employee performance, with regularly conducted and documented reviews of all employees administered according to applicable administrative policies, rules, and Collective Bargaining Agreement.

Policy: Performance evaluation and development shall mean a process undertaken between responsible Supervisors/Managers and the employees reporting to them. This process includes assessing, coaching, improving, and recognizing employee performance, resulting in effective achievement of organizational and individual goals.

1. Objective – The formal performance evaluation system is designed to:
 - a. The Cooperative cultivates a high performing workforce through annual employee performance evaluations and development opportunities that engages the entire organization.
 - b. Maintain or improve each employee's job satisfaction and morale by letting the employee know that the supervisor is interested in his/her job progress and personal development.
 - c. Serve as a systematic guide for Supervisors/Managers in planning each employee's future training.
 - d. Assure a considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties as described in the employee's job description.
 - e. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
 - f. Assists in planning personnel moves in accordance with CBA and placements that will best utilize each employee's capabilities.
 - g. Provide an opportunity for each employee to discuss job problems and interests with his/her Supervisor/Manager.
 - h. The Cooperative is committed to assessing and supporting the development of the behavioral and functional competence of its employees, consistent with expressed academic and administrative needs, the role of the employee, as defined in the employee's job description.
 - i. The Cooperative is committed to responsible investments in its employees through professional development, education, and training directed at maximizing productivity, enhancing employee personal and professional competencies, supporting employees as they seek new career opportunities within the Cooperative, and generating a succession of leaders prepared and able to lead the Cooperative into the future.
 - j. The Cooperative holds its Supervisors/Managers responsible for actively supporting and engaging in the performance evaluation and development process in a fair and equitable manner and for ensuring the alignment of employee and organizational goals and priorities.
2. Procedures – The employee and his/her Supervisor/Manager shall jointly discuss the performance review, self-evaluation, goals for the upcoming year and determine applicable plans of action. Evaluations should be completed and delivered within 5 business days from the date of receipt from HR. Signatures on the Evaluation Form do not necessarily indicate agreement (by the

Supervisor/Manager or the employee), but acknowledge that both have had an opportunity to read and discuss comments on each evaluation form. Within 5 business days of receiving a performance evaluation, an employee may submit a written response to the HR Office, to be attached to the annual performance evaluation.

- a. Staff Evaluation Procedure – Self-Evaluations are staff’s assessment of their own accomplishments for the fiscal year as well as goals for the upcoming year. The employee is responsible for completing the Self Evaluation form in advance of the meeting with his/her Supervisor/Manager. Self-Evaluations are sent to the employees by the HR Department each year in January. Within 10 business days, a copy of the completed self-evaluation should be sent to the HR Department and the Supervisor/Manager.

3. Responsibility –


- a. The HR Department has the overall responsibility for the administration of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution by:
 - i. Ensuring all evaluations are completed by a specified date.
 - ii. Reviewing evaluations for completeness.
 - iii. Identifying discrepancies
 - iv. Ensuring proper safeguard of the evaluations.
 - v. The Cooperative shall provide its leaders, Supervisors/Managers the necessary resources, tools, and training to effectively manage employee performance.
- b. Supervisor/Manager responsibility:
 - i. Continuously observing and evaluating an employee’s job performance.
 - ii. Holding periodic counseling sessions with each employee to discuss job performance.
 - iii. Completing annual evaluation forms as required.
- c. Employee Responsibility
 - i. Employees are expected to (a) understand the importance of their contribution to the Cooperative’s Mission, values, and success and (b) to exercise responsibility for actively engaging in the annual performance evaluation process and subsequent development efforts in accordance with their Job Description.

4. Probationary Evaluations

- a. New Employees serve a six-month, 180-day Probationary Period of employment. In the first month of employment, the HR Department will send the new employee’s Supervisor/Manager an e-mail notification that a Probationary Evaluation is needed with the attached form. The form must be completed and submitted to the HR Department before the completion of the six-month probationary period.
- b. All newly appointed full-time and part-time regular administrative/professional employees are placed under a probationary period of 180-days of observable performance. During this period, an employee may be terminated without prior notice. A probationary period also applies to an employee who is promoted, transferred or demoted.
- c. Direct Supervisors should make effective use of the initial probationary period with employees. This period is an important time when employees demonstrate abilities to satisfactorily perform assigned duties and responsibilities. Supervisors/Managers are encouraged to provide appropriate training, coaching and mentoring for their employees during the Probationary Period. Employees should receive an approved job description and should understand the position requirement and the standards of conduct expected.
- d. Dismissal During the Initial Probationary Period: At any time during an initial probationary period, an employee may be terminated. However, Supervisors/Managers must provide sufficient documentation to justify dismissal for review/approval from the General Manager/CEO.

5. Traits to be Evaluated – The following is a guide which can be used in evaluating an employee's overall performance:
- a. Possesses the knowledge and skills to carry out all aspects of the job.
 - b. Demonstrates ability to plan, organize and prioritize work.
 - c. Holds self-accountability for assigned responsibilities; sees tasks through the completion and in a timely manner.
 - d. Communicated effectively with Supervisors/Managers and others.
 - e. Ability to work independently and with a team.
 - f. Reliability (attendance, punctuality, meeting deadlines).
 - g. Attends to details in a dependable, conscientious manner.
 - h. Produces accurate, thorough and reliable results.
 - i. Effectively manages multiple tasks and responsibilities.
 - j. Participates in training and development opportunities provided by the Cooperative.
 - k. Understands roles and responsibilities as defined in the approved job description.
 - l. Responds productively to direction provided by others.
6. Summary – It is incumbent upon each employee, regardless of level or category, to perform in an exemplary manner per the employees' approved job description reflecting those principles and disciplines upon which the Cooperative was founded. Used constructively, this program of performance evaluation can prove to be a valuable tool regarding individual career advancement, and result in increased productivity throughout all areas of the Cooperative.

EFFECTIVE:

 Secretary

Date 2-23-2023
