

DOCUMENTATION OF EMPLOYEE PERFORMANCE

DBH

Documentation of employee job performance is helpful in maintaining a satisfactory level of work and achievement and in providing opportunities for planning and communication between the immediate supervisor. Written documentation regarding unsatisfactory job performance may be submitted by an employee's immediate supervisor whenever the supervisor feels that it is necessary. Continual offenses must be documented. Letters of commendation and other written reports to document outstanding job performance are also encouraged. All performance documentation, letters or reports are to be submitted to the district office for placement in the employees personnel file. Before submission of any performance documentation, letter or report each employee shall have an opportunity to review it, sign it and keep a copy. Such signatures indicate only that the employee has read the material and is aware of the content. If the employee feels that any performance documentation submitted by the immediate supervisor is incomplete, inaccurate or unfair the employee shall be authorized to submit to the personnel office within 10 days the employee's own written statement, which shall also be placed in the file. The employee shall give a copy of such statement to the immediate supervisor.

