

TITLE:
Evaluation of Employee Performance
ADOPTED BY BOARD OF HARBOR COMMISSIONERS:
July 24, 2017
EFFECTIVE DATE:
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
SUPERSESION:
This policy supersedes Oxnard Harbor District Policy No. 12430 dated May 13, 1985.
PURPOSE:
The purpose of this policy is to establish a personnel evaluation system for all employees of the Oxnard Harbor District.
POLICY:
<p>1. BACKGROUND:</p> <p>A thoughtful evaluation of each employee's performance and the periodic communication of such evaluation to each employee is an important and necessary practice for good personnel management.</p> <p>2. GUIDELINES:</p> <p>a. <u>CONTRACT EMPLOYEES:</u> Performance evaluations for contract employees shall be conducted pursuant to the terms of the employee's contract.</p> <p>b. <u>MANAGEMENT EMPLOYEES (Non Represented).</u> Each supervisor shall prepare a mid-year review and an annual evaluation for each of his/her direct reports in the management employees group. Employee may provide a written response to their evaluations. Employees shall receive a copy of his/her signed evaluation.</p> <p>c. <u>REPRESENTED EMPLOYEES (SEIU Local 721):</u> Performance evaluations for represented employees (SEIU Local 721) shall be conducted pursuant to the terms of the current MOU.</p>
RELATED POLICIES AND PROCEDURES:
None.
DEFINITIONS:
None.