

<b>TITLE:</b>
Evaluation of Employee Performance
<b>ADOPTED BY BOARD OF HARBOR COMMISSIONERS:</b>
December 21, 2020
<b>EFFECTIVE DATE:</b>
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
<b>SUPERSESION:</b>
This policy supersedes Oxnard Harbor District Policy No.509 dated July 24, 2017
<b>PURPOSE:</b>
The purpose of this policy is to establish a personnel evaluation system for all employees of the Oxnard Harbor District.
<b>POLICY:</b>
<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 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>
<b>RELATED POLICIES AND PROCEDURES:</b>
None.
<b>DEFINITIONS:</b>
None.