

EMMANUEL LUTHERAN CHURCH

Policy & Procedure

**Approved By The
Congregation Council
APRIL 9, 2019**

This revision supersedes and replaces all previous versions and revisions of a Policy & Procedure with this Title, Subject or Content.

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.

PERFORMANCE REVIEW POLICY AND PROCESS FOR LAY EMPLOYEES

The primary reasons to complete employee performance reviews are to advise an employee if they are performing their job duties in an expected manner and to establish a basis for possible pay rate adjustments based upon the level of job performance.

Lay Employee Performance Reviews should be conducted annually except during the 1st year of service. During the 1st year of service an employee should be reviewed after three (3) months of service and again after nine (9) months of service.

Performance Reviews must be completed using the Emmanuel Lutheran Lay Employee Performance Review Form.

**EMMANUEL LUTHERAN
LAY EMPLOYEE PERFORMANCE REVIEW FORM**

NAME: _____ DATE: _____

POSITION TITLE: _____

APPRAISAL PERIOD FROM: _____ TO: _____

RATING SCALE:

- 1) **EXCEEDS EXPECTATIONS:** Use this rating when the incumbent's level of performance clearly exceeds that which was expected for the duty, responsibility, or characteristic.

- 2) **MEETS EXPECTATIONS:** Use this rating when the incumbent's level of performance clearly meets that which was expected for the duty, responsibility, or characteristic.

- 3) **BELOW EXPECTATIONS:** Use this rating when the incumbent's level of performance clearly is below that which was expected for the duty, responsibility, or characteristic.

NOTE: Comments are required when an employee receives a rating of Exceeds Expectations or Below Expectations on a particular job duty, responsibility or characteristic.

RATING PROCESS:

Using the position description, list up to ten (10) duties or responsibilities to be rated. Where the position description has fewer than six (6) duties or responsibilities, list each duty or responsibility. For each duty or responsibility listed, select one of the ratings described above. Use the number corresponding with the rating you choose, that is, a 1, 2, or 3. **Remember, "Comments" are required for ratings 1 and 3 and optional, but helpful for rating 2.**

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NAME: _____ DATE: _____

DUTIES AND/OR RESPONSIBILITIES

1. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

2. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

3. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

4. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

5. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

NAME: _____ DATE: _____

6. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

7. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

8. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

9. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

10. Duty or Responsibility: _____

Rating for the Duty or Responsibility: _____

COMMENTS _____

PERSONAL CHARACTERISTICS

1. Works well with others.

Rating for the Duty or Responsibility: _____

COMMENTS _____

NAME: _____ DATE: _____

2. Completes assigned duties or responsibilities as expected with little supervision.

Rating for the Duty or Responsibility: _____

COMMENTS _____

3. Reports issues of concern within a reasonable period of time.

Rating for the Duty or Responsibility: _____

COMMENTS _____

4. Arrives for assigned schedule on a timely basis and notifies Church officials when absences are anticipated.

Rating for the Duty or Responsibility: _____

COMMENTS _____

5. When problems occur, responds in a reasonable manner.

Rating for the Duty or Responsibility: _____

COMMENTS _____

Printed Name of Rater: _____

Signature of Rater: _____

ACKNOWLEDGEMENT

By signing this Performance Review Form I am acknowledging that this completed Performance Review has been shown to me and that I have had the opportunity to provide comments.

Signature of Individual being rated: _____

The space below is for use of the individual being rated to make any comments they feel are pertinent to this Performance Review. Comments are optional.

