



## Performance Evaluation

Performance reviews are part of the permanent record of the employee in the Library's personnel records and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

Performance evaluations are conducted by the Director who may consider information from fellow employees, trustees, and patrons.

Evaluations are conducted for all new employees within their initial ninety days of employment. Thereafter, performance reviews are conducted at least annually.