

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **PERFORMANCE EVALUATION/PROBATION**

Purpose: The Ottumwa Public Library's performance appraisal system provides formal and informal assessment of each employee's ability to meet the performance expectations in his or her job description. These reviews are intended to give the employee timely feedback regarding their job performance and to identify additional training or education needs.

Procedure:

1. The first six (6) months of employment at the Ottumwa Public Library shall be a probationary period.
2. The Library reserves the right to dismiss a probationary employee without cause.
3. A review of the employee's performance may be performed at the end of the probationary period.
4. Performance evaluations to measure an employee's standard of performance will be conducted periodically. Employees will be evaluated for all jobs they perform.

Date revised: 14 June 2010

By: Ottumwa Public Library Board of Trustees