

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Performance Management**
Standard: **PERFORMANCE PLANNING AND EVALUATION**

Section #: **E-1**
Effective: July 8, 2008

See Also: Manager Resource Guide
Employee Resource Guide

GENERAL STANDARD

The purpose of the performance management system is to provide an ongoing process that ties the goals and values of the Authority to the development of our employees by providing a coherent, consistent system of setting objectives, encouraging communication, and evaluating performance.

Objectives and Benefits of Performance Review

- Provide a framework for open, candid and direct discussion regarding contribution and development – a **two way conversation**
- Align performance** expectations of individuals with the goals and objectives of the organization
- Document job objectives, ensuring there is an agreed upon **understanding of performance expectations**
- Create a **development plan** for job-related and personal growth
- To establish an objective basis for **recognizing contribution**, consistent with our compensation philosophy

GUIDELINES

The Authority uses the published Manager and Employee Resource Guides along with training to outline and maintain consistency of the Performance Evaluation System.