



# PERFORMANCE EVALUATIONS 2022

## TIMELINE

## (PARISHES, SCHOOLS, OTHER ENTITIES)

- NOW Review job descriptions and compile notes on performance. Meet with staff, explain procedure, distribute self-assessment
- \_\_\_\_\_ Employee self-assessments due to supervisors
- \_\_\_\_\_ Complete written Performance Evaluations on each employee and meet with them to review and set goals; provide updates to job description if applicable; make revisions
- \_\_\_\_\_ Final copies and scores submitted for review by Pastor/Principal
- \_\_\_\_\_ Evaluations and scores reviewed and approved by Pastor/Principal
- \_\_\_\_\_ Salary increases provided to supervisors (*percentage averaging to no more than the budgeted financial resource available for increases*)
- \_\_\_\_\_ Meet w/ employees individually on salary increases
- \_\_\_\_\_ Complete Salary Change Authorization Form; copies of form, evaluation, updated job description filed in personnel folders
- 7 / 1 FY23 Raises go into effect. (Salary Change forms to payroll)
  - *Evaluation period is from May 1, 2021 to April 30, 2022*
  - *Last payroll period of fiscal year ends on Saturday, June 25*