

## #5.7

### JOB PERFORMANCE AND EVALUATION

**POLICY:** It is the policy of Chapel by the Sea to pay each employee competitively, fairly, consistently, and equitably, recognizing that such a process will enable Chapel to attract, motivate, and retain quality personnel. Every employee is entitled to know how she or he is performing, as judged by their immediate supervisor. To meet these goals, an annual performance review and evaluation of every employee of Chapel by the Sea will be conducted.

**PROCEDURE:**

1. The Pastor is responsible for conducting the annual performance review and evaluation of all employees of Chapel by the Sea.
2. Each employee may add a statement or comments to the review.
3. A copy of the review shall be placed in the employee's personnel file after the employee has read and signed off on the completed review and a copy shall be given to the employee.
4. If the employee disputes the performance review, he or she may ask the Personnel Committee for a review of the written performance review.
5. The Personnel Committee will determine which of the following dispositions shall be made of the disputed written performance review:
  - a. The disputed review may be filed in the employee's personnel file, or
  - b. The disputed review may be filed in a secondary personnel file marked "Disputed Performance Reviews," or
  - c. If agreed to by the employee, the disputed performance review may be destroyed.
6. Before submission to Session, recommendations for increases in pay for employees shall be submitted by the Personnel Committee to the appropriate Committees and the Pastor for their consideration and recommendations.
7. The Pastoral employee's job performance and evaluation shall be the responsibility of the Personnel Committee and will be conducted annually.
8. Recommended salary increases or merit increases for Pastoral employees, shall be made by the Session as a whole prior to the Annual Meeting of the Congregation.

**RESPONSIBILITY:** Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator, and the Personnel Committee.