



# PERSONNEL RULES AND REGULATIONS

<b>RULE 6:</b> <i>General Terms and Conditions</i>	<b>EFFECTIVE:</b> <i>January 1, 2015</i>
<b>REGULATION 10:</b> <i>Employee Performance</i>	<b>Pages:</b> <i>1 of 1</i>

The Human Resources Director shall, in conjunction with Department Heads, develop, adopt, and maintain a system of appraising employee performance. The performance evaluation system shall include, but is not limited to, quality and quantity of work performed, employee conduct, knowledge level, attendance, etc.

In accordance with Nebraska Revised Statute §23-2525, such performance evaluation may be used in determining eligibility for salary adjustments; in discovering who should be transferred, promoted, or laid off; in rating suitability for promotion; and in developing necessary training activities.

Employees successfully completing their Introductory Probationary Period will receive a performance evaluation in accordance with *Rule 5: Probationary Periods, Regulation 1: Introductory Probationary Period.*

Tenured employees shall receive annual performance evaluations and at such times and in such manner as directed by the Human Resources Director. Periodic evaluations may be conducted at the discretion of the Department Head.