

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 625

1. SUBJECT: EMPLOYEE APPRAISAL

2. OBJECTIVE:

2.1. The highest performing employees in the electrical utility industry.

3. POLICY:

3.1. In a performance based payroll system, each employee has the right to have their performance appraised in relation to goals previously set and the position description.

3.2. Each employee will have an appraisal of job performance by his or her supervisor annually on or about the anniversary date of that employee.

3.3. Periodically, between performance appraisals, each supervisor along with the employee will review the areas that can be improved in the employee's work effort.

3.4. All written employee performance evaluations will be based on the employee's overall performance in relation to the employee's job responsibilities and will take into account the employee's conduct, demeanor and attendance records in accordance with the Employee Performance Evaluation form made part of this policy.

3.5. If an employee has not received a performance review in accordance with the appropriate time frame, it is the employee's responsibility to notify his/her supervisor in writing an account of this matter. This will ensure the performance evaluation policy is administered in a timely manner.

4. PROCEDURE:

4.1. The employee's anniversary date is defined as the date the employee began work in his or her current position with the Beartooth Electric Cooperative, Inc. (BEC).

4.2. About 30 days prior to the employee's anniversary date the Accounting Manager will prepare a folder and forward it to the employee's Manager who will be responsible to see that the supervisor and employee conduct the evaluation of performance. The folder will include the following:

4.2.1. A copy of the previous goals

4.2.2. The employee's Position Description

4.2.3. Performance Appraisal form

4.2.4. Recommendation for Change of Wage Rate form

- 4.3. The supervisor may or may not make an adjustment to the employee's wage or salary as a result of the appraisal. Any such adjustments must be in compliance with Employee Relations Policy No. 501 for non-represented employees and with the Union Agreement for represented employees.
- 4.4. During the performance appraisal process, the discussion between the supervisor and employee should include but not be limited to: a) accomplishment of previous goals, b) individual goals for the coming year, c) performance in relation to departmental and system goals, d) whether or not the Position Description requires revision and e) possible training the employee may need to carry out responsibilities of the position. The employee and supervisor, working together, are to arrive at three to five specific goals for the employee to work on during the coming year. The employee's training needs must be addressed in relation to the system overall training plan. The individual's training plan must be recorded and a plan made for implementation.
- 4.5. The employee and supervisor must complete and sign both the Performance Appraisal form and the Recommendation for Change of Wage Rate form. These two forms are to be routed to the Accounting Manager, within 30 days after the anniversary date. If changes are to be made to the Position Description, they should also accompany the forms to the Accounting Manager.
- 4.6. If a wage adjustment or bonus is awarded the employee, the Accounting Manager will process and file the Change of Wage Rate form.
- 4.7. If no wage adjustment or bonus is awarded, both forms are routed directly to the Accounting Manager for filing. Changes to Position Descriptions are also routed to the Accounting Manager for processing.
- 4.8. In the event a supervisor adjusts wages or awards a bonus between performance appraisal dates, a Recommendation for Change of Rate form should be obtained from the Accounting Manager, completed and returned to the Accounting Manager.
- 4.9. The Accounting Manager reviews the forms to assure all questions have been answered and the forms properly completed.

5. RESPONSIBILITY:

5.1. The General Manager and Department Managers shall see the provisions of the procedure are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: LV Policy 614
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President