

## Personnel Management

Policy Number: 07.12

Effective Date: Jan. 17, 2016

Revision Date: Apr 28, 2019

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**A. Title:** Performance Feedback

**B. Purpose:**

To ensure that employees receive formal feedback about their work so excellence is encouraged.

**C. Policy:**

1. Regular full-time and part-time employees receive a formal review at a time and in the format established by the Administrative Committee. The Administrative Committee ensures reviews are conducted.
2. Regular employees who have worked for FPCC at least 90 days at the time of the formal review are given feedback.
3. Employees have the option to provide input prior to the supervisor writing the performance review.
4. Supervisors are responsible for providing a copy of their written performance feedback to the employee, discussing the review with the employee, and having the employee sign acknowledgement of receipt. Employees are given the option to comment on the supervisor's review before it is put in the personnel file.

**D. Definitions:**

Regular full-time and part-time – OPS 07.03 Employment Categories & Terminology

**E. References:** none

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### **F. Process:**

**Process Effective Date: 03/03/2019**

1. The Administrative Committee approves the timing of the annual review process and notifies the Head of Staff.
2. Review forms typically are sent to supervisors and employees at least 30 days before the supervisor's written reviews are due. If the employee does not return the self-reflection by the deadline indicated, the supervisor writes the performance review without employee input.
3. Performance reviews need two levels of leadership approval and are conducted as indicated below. Before the review is given to an employee by the direct supervisor, it needs to be reviewed and approved by another leader.
  - If a staff member reports directly to the Head of Staff, the Head of Staff writes and conducts the review.
  - If the staff member reports to a church committee, the chairperson of that committee writes and conducts the review.
  - If the review is for the Senior Pastor, two individuals authorized by the Session, one a member of the Session and the other a member of the Administration Committee, write and conduct the review from consolidated input obtained from Session members.
4. If the employee has made comments on his/her review that appear to require resolution, the supervisor or the Church Administrator needs to notify the Head of Staff to determine action before filing the review.
5. The Church Administrator is responsible for ensuring all reviews are returned and filed in the employee's personnel file.