

**Commented [NN1]:** Change date after Board approves

3 PERSONNEL  
3.4 Continuing Education  
3.4.5 Professional Organizations

Employees are encouraged to join the American Library Association, the Indiana Library Federation and other job-related local, state, and national associations of a civic, educational, professional or governmental nature that have as their purpose the betterment of library operations.

When funds are available, the Library Board will authorize payment for such annual memberships for full-time and part-time employees in grade levels 7 through 10. For employees in other job classifications, payment for memberships may be authorized by the Director on a case-by-case basis if it is deemed the membership would benefit the employee's professional development in his/her role with the Library.

**Commented [NN2]:** Change to 7 through 11

3.5 Performance Appraisal

3.5.1 Purpose

Performance appraisal is an integral part of supervision. It should be used as a means of realizing organizational goals by utilizing and developing human resources within the Library, stimulating communication, and motivating individual employees to improve their performance and work toward organizational goals.

A performance appraisal system should contribute to:

- (a) mutual understanding between supervisor and employee of the employee's responsibilities.
- (b) objective assessment of an employee's past contributions.
- (c) open and constructive discussion of future performance goals.

3.5.2 Participants

The performance appraisal system will apply to all employees.

Performance appraisals will be conducted annually by the employee's immediate supervisor, reviewed by the Library Director and the Human Resources Manager, and placed in the employee's personnel file. After five years of continuous employment in the same position, with satisfactory performance, appraisals may be conducted every other year.

Evaluation of the Library Director will be done annually in writing by the Board of Trustees. The report will be reviewed with the Director and made a permanent part of his/her personnel file.