



Policy Statement:

SAOC shall conduct Evaluations of all employees annually to decide if a pay increase is in order, to identify any accomplishments or improvements needed in work performance.

Purpose:

To ensure Evaluations occur in a timely manner for all staff of SAOC so that improvements can be noted, made or congratulated. Evaluations are the first step towards a Pay Scale increment increase.

Related Policies

Review Plan: 5 Years

Review Date: March 14, 2021

Ratification Date: March 14, 2016



Procedure:

1. An employee is anyone hired by SAOC to work in “The Crossing “or SAOC Office
 2. Evaluations;
 - a) Shall take place annually for every employee of SAOC
 - b) Shall be used in deciding increment increase rates
- I. “The Crossing” Staff
- i) Includes cooks, servers or any position held in “The Crossing”
 - ii) Shall be subject to an annual Evaluation
 - iii) Evaluation will be scheduled and the individual given one week notice of impending review
 - iv) Shall be conducted by Crossing Manager
 - v) Approved by Executive Council
- II. SAOC Office Staff
- i) Includes Office Administration and other positions as needed.
 - ii) Shall be subject to annual Evaluation
 - iii) Evaluation will be scheduled and the individual given one week notice of impending review
 - iv) Shall be conducted by Administrative Coordinator
 - v) Approved by Executive Council
- III. SAOC Administrative Coordinator
- i) Includes SAOC Administrative Coordinator
 - ii) Shall be subject to an annual review
 - iii) Evaluation will be scheduled and the individual given one week notice of impending review
 - iv) Shall be performed by the newly elected and incumbent SAOC Executive President and one other member of Executive Council in the month of March.
 - v) Evaluation/recommendation regarding increments will be presented to SAOC Executive for approval due to budget constraints.
- III Crossing Manager
- i) Includes SAOC Crossing Manager
 - ii) Shall be subject to an annual review
 - iii) Evaluation will be scheduled and the individual given one week notice of impending review
 - iv) Shall be performed by SAOC Administrative Coordinator and one other member of Executive Council.
 - v) Evaluation/recommendation regarding increments will be presented to SAOC Executive for approval due to budget constraints

Related Policies

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