Work Performance Evaluation (WPE) Database and Policy/Procedure/TDO Acknowledgment

234.1 PURPOSE:

To establish guidelines to ensure WPEs are processed in a timely manner and verify staff read and acknowledge policies, procedures, and TDOs.

234.2 DEFINITIONS:

Policy and Procedure Database: A computer application used to store the Department's policies, procedures, TDOs, and track staff acknowledgments.

WPE Database for Supervisors: The system that stores WPE due dates.

234.3 RESPONSIBILITIES:

I. All Staff (On Duty):

    A. Read policies, procedures, and TDOs within two weeks of the release date.

    B. Acknowledge by marking as "read" in the policy and procedure database.

II. All Probation Department Supervisorial/Managerial Staff:

    A. Work Performance Evaluations:

        1. Query the WPE Database for all WPEs due for their immediate staff once per month.

        2. Complete all WPEs on time.

        3. Give an accurate evaluation of employees' work performance during the evaluation period and include employees' accomplishments.

        4. May elect to waive a 4th pay period WPE:

            (a) Complete the WPE cover sheet.

            (b) Mark the box "Request to Waive".

            (c) Submit to payroll by the due date.

    B. Policy and Procedure Acknowledgement:

        1. Query the policy and procedure database once per month for each assigned employee.

        2. Confirm that staff have acknowledged all released policies, procedures, and TDOs within two weeks from release.

        3. Ensure action is taken regarding unacknowledged policies, procedures, and TDOs within the required time frame and report ongoing issues to assigned Manager.

III. Payroll Supervisors:

A. Ensure a list of WPEs due is emailed to each Supervisor/Manager once per month.