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Subject: Performance Appraisals	Policy/Procedure Number: 00011
Effective Date: TBD	Review Date:
Applicable To: VT State Legislative Employees	Revision Date:
Issued By: Office of Legislative Human Resources	Approved By: Human Resources; Joint Legislative Management Committee

PURPOSE AND POLICY STATEMENT

The performance appraisal process provides a means for discussing, planning, and reviewing the performance of each employee on an ongoing basis.

Performance appraisals may influence promotions and transfers, and therefore, it is critical that they are conducted in a fair and objective manner.

GENERAL GUIDELINES

Employee performance appraisals, utilizing a process or processes determined by the Office of Legislative Human Resources, shall be conducted and documented at least once annually for the purposes of reviewing employee performance, encouraging employee development, setting employee goals and expectations, and improving employee work performance.

Eligibility

Full-time, part-time, and returning seasonal/temporary legislative staff employees, who report to an office director or supervisor, shall be provided with an annual documented performance appraisal.

Performance Appraisals for Office Directors

Annual performance appraisals for the positions of legislative office directors will be determined and approved by the applicable oversight committee. The Office of Legislative Human Resources will be available to offer guidance regarding these appraisals.

Performance Appraisals for Chiefs of Staff

Annual performance appraisals for the positions of chiefs of staff will be determined and approved by the Speaker of the House or the Senate President



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Pro Tempore for their respective chief of staff positions. The Office of Legislative Human Resources will be available to offer guidance regarding these appraisals.

Performance Appraisal Schedule

Annual performance appraisals shall be conducted and documented by the employee's supervisor within a time frame determined by the Office Director and communicated in writing to the Office of Legislative Human Resources. Additionally, approximately six months following the completion of each documented appraisal, a brief check-in reviewing employee progress and status of short-term goals, as noted on the performance appraisal, should take place. This appraisal process is in addition to any performance management discussions that may occur throughout the year.

Completed Appraisals

All completed appraisals shall be reviewed and signed by both the employee and the supervisor. The signed original copy will be submitted to the Office of Legislative Human Resources.

Completed, signed performance appraisals, a copy of which will be provided to the employee, will be retained in the employee's HR personnel file and recorded by the Office of Legislative Human Resources.

This document is subject to change and is not intended to establish a contract of employment or any contractual rights.

Employees with questions, concerns, or disputes with the content of this policy must notify their direct supervisor/director or the Office of Legislative Human Resources at the Vermont General Assembly, Montpelier, VT, in writing.