

## **IV YOUR JOB PERFORMANCE AT SLCWD**

### **A. Evaluations**

Your supervisor may review your job performance with you at least once a year, and whenever the District is contemplating a pay increase. The purposes of these evaluations are:

- (1) To evaluate the strengths and weaknesses of your work;
- (2) To communicate these to you; and
- (3) To set future performance goals.

Your supervisor may prepare a written assessment of your job performance, which may be reviewed by the SLCWD Board of Directors. After that, you will meet with your supervisor to discuss the evaluation. When you meet with your supervisor, you are encouraged to ask specific questions and to comment about your evaluation. You will be allowed to write your own comments on the evaluation form, and to sign it to show that you have read it and discussed it. You may request a copy of the completed form for your own records. A good performance evaluation does not guarantee a pay raise, because pay increases may not occur every year, nor is it a promise of continued employment.

### **B. Attendance and Absences**

One of the most basic indicators of your performance is regular attendance. You must be on time. If you cannot come to work or will be more than a few minutes late, you must let your immediate supervisor know of your expected late arrival as soon as practical.

An absence is a failure to report to work as scheduled when not due to vacation, personal holiday, sick leave, bereavement leave, jury duty, witness duty, or approved leaves of absence, as provided in this handbook. If you are sick or injured and cannot come to work, SLCWD needs your cooperation to properly cover your job. Therefore, you are expected to call your supervisor, and tell him or her you will be absent and when you will return to work. If you do not know your return date, you must call your supervisor each day within one hour of the beginning of your regularly scheduled shift. If you are absent three days without contacting your supervisor, SLCWD will assume you have voluntarily quit your job at the end of the third day.

If you know in advance that you are going to be absent, you must schedule the absence with your supervisor at least one week in advance.

Excessive absences and failures to report absences on time will lead to discipline, up to and including discharge. Absences are excessive if they occur

frequently, or if they show a pattern. Absences immediately before or after holidays, weekends and paydays are suspect.

### C. Tardiness

You must arrive at your job location and be ready to start work at the beginning of your assigned shift. Be ready to resume work on time after authorized rest and meal periods. Tardiness may lead to discipline, up to and including discharge.

Weather conditions may cause you to be late once in a while. If this happens, notify your supervisor that you will be late and when you will be able to report for work.

Repeated or excessive tardiness will lead to disciplinary action, up to and including discharge. Tardiness is excessive if you are frequently or unnecessarily late, or if you demonstrate a pattern of tardiness.