

May 14, 1996

STONEWOOD TOWERS PROCEDURE NO. 13

Subject: Employee Evaluation and Annual Employee Pay Raises

Background:

There is no established employee evaluation system for Stonewood Towers employees. Employee pay raises have in the past been awarded to each employee upon that employee's anniversary hire date with no regard to employee performance. The only mention of employee pay raises occurs in the budget where it merely states the funds are so set aside for administration by the Board of Directors.

Policy:

All Stonewood Towers employees will be evaluated upon completion of an initial probationary period and annually thereafter on August 1st. All Stonewood Towers employees pay raises will become effective with the New Year Budget on January 1st.

Procedures:

1. All new Stonewood Towers employees shall be placed in a probationary status for either 3 or 6 months as determined by the Condo Manager. At the end of the probationary period, a written employee evaluation will be made which will determine whether the employee will continue or be dismissed.
2. A written evaluation of each employee shall be completed by the Condo Manager effective August 1st so as to be available to the Board of Administration during Budget Development. The written evaluation shall cover the performance of the employee in his/her assigned duties and shall be deemed either satisfactory or unsatisfactory. The Condo Manager will review evaluations with the appropriate employee. An unsatisfactory evaluation will result immediately in the employee being placed in a three (3) month probationary status. Lack of improvement during probation will warrant dismissal from employment. Nothing in this procedure shall be construed as prohibiting the immediate dismissal of an employee whose performance has been demonstrably poor for either judgment or performance.
3. The Board of Administration will review all personnel evaluations and will determine during Budget Development the funds needed to provide a cost of living wage increase for each employee whose performance warrants becoming effective January 1st. Exceptional performance noted in evaluation reports will be rewarded with a merit wage increase as deemed appropriate by the Board of Administration which will also take effect on January 1st.
4. The Board of Administration will evaluate the performance of the Condo Manager annually on August 1st, discuss such evaluation with the Manager and determine the appropriate raise if any to be effective with the January 1st budget accordingly.

FOR THE BOARD OF ADMINISTRATION

Gary Boebel, Secretary