

## ARTICLE VII - JOB DESCRIPTIONS

Individual job descriptions shall be made available for all staff positions.

## ARTICLE VIII - EVALUATIONS

Written job evaluations shall be conducted annually. When commenting on an employee's overall performance during the evaluation period, supervisors may consider additional factors such as: experience and training of the employee, and individual productivity. Any employee dissatisfied with the evaluation may note that dissatisfaction in writing and have it attached to the evaluation and submitted to the Executive Director.

Any employee whose work does not merit a satisfactory evaluation may be placed on probation for a period not to exceed ninety (90) days. This probation must include written notification to the employee of the probation as well as steps to be taken to get off probation. During the time of probation, the employee is to be given every opportunity, including intensive supervision, to bring the performance up to levels of acceptable standards. Failure to improve will result in termination. An employee who improves satisfactorily must be so informed, in writing, at the end of the probationary period. A performance evaluation shall be completed at the end of the probationary period.

## ARTICLE IX - DATA PRIVACY

### Section 9.1 - Philosophy

Northwest Community Action, Inc. employees and board members shall adhere to the provisions of the Agency's Data Privacy Policies and procedures enacted by State or Federal Government.

### Section 9.2 - Personnel Files

A. Employee personnel file shall contain appropriate personnel information such as: application for employment, resume, reference letters, evaluation results, disciplinary action, etc. These records and information contained in them fall under two different classifications of data; public and private.