



Performance Reviews & Employee Compensation

POLICY STATEMENT:

The performance review process provides a means for discussing, planning and reviewing the performance of each employee.

Regular performance appraisals:

- Help employees clearly define and understand their responsibilities, provide criteria by which their performance will be evaluated and suggest ways in which they can improve performance.
- Identify employees with potential for advancement within the General Church (GC) and the Academy of the New Church (ANC) organizations.
- Help managers distribute and delegate responsibilities and tasks and achieve organizational and departmental goals.
- Provide a fair basis for awarding compensation.
- Establish support for adverse actions, such as demotion or discharge.
- Reinforce the behaviors that are required by our values.

Performance reviews may influence salaries, promotions and transfers as well as corrective action and discharge, so it is critical that supervisors and managers be objective in conducting performance reviews and in assigning overall performance ratings.

PROCEDURE:

I. PERFORMANCE REVIEW SCHEDULE

Performance appraisals and reviews are conducted on an annual cycle. Employees will receive a performance review on an or about an established date each year. Merit increases are not guaranteed and are based upon various factors including not only the employee's performance but also the organization's performance and financials. Whether to offer merit increases and the amount of any such merit increases are in the sole discretion of the GC and the ANC.

II. COMPENSATION PLANNING

Overall compensation budget allocations and individual pay increases are planned for and allocated prior to the start of each fiscal year (July 1). The salary increase program is designed to assist the GC and ANC management in planning and allocating annual salary and promotional increases that:

- Reward individual performance;
- Are market competitive;
- Are internally equitable;



- Are within the operating budget guidelines; and
- Are equitably allocated among individual employees, taking into consideration other legitimate, non-discriminatory factors.

III. PERFORMANCE REVIEWS

Each manager and supervisor is responsible for the timely and fair assessment of the performance and contribution of his/her employees. A performance review does not always result in an automatic salary increase.

IV. SALARY EQUITY REVIEWS

A manager or support may request an analysis of an employee's salary at any time he/she deems appropriate. This request should be made to the HR director who will review the employee's salary in comparison to other employees in comparable positions.

V. RESPONSIBILITY

All forms and spreadsheets provided by Human Resources will be used in the review process and the completed evaluation will be retained in the employee's personnel file.

The performance evaluation will be discussed and signed both by the employee and the supervisor or manager to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated.

VI. AUTHORITY

The Director of Human Resources has the authority to change, modify or approve exceptions to this policy at any time with or without notice.