

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 302 – Performance Conversations

1. General Information

The performance check-in conversation process provides a means to make sure employees' expectations are clear, to share feedback, and to discuss development needs to enhance performance.

2. Policies

- a. All full-time and part-time employees are provided clear expectations, feedback, and development support through a series of check-in conversations.
- b. Performance check-in conversations should be conducted at least quarterly; however, check-ins can be done more regularly and as needed throughout the year.
- c. Each supervisor is responsible for setting up a regular cadence of check-ins for their teams.
- d. HR will establish the format and timing of all check-in processes.
- e. Standardized performance pay adjustments are awarded by the Partnership to recognize employee performance, not to exceed 2% as set by the Board. Standardized performance adjustments will be determined each year based on the availability of funds, and will be awarded automatically on the first payroll of each fiscal year if the following conditions are met.
 - The employee is not currently on a probationary period or performance improvement plan.
 - If the employee was previously on a probationary period or performance improvement plan during the prior fiscal year, the employee has demonstrated consistent improvement as documented by check-ins.
 - The Partnership has available funds for the fiscal year.
- f. The performance review of the President is outlined in the Bylaws of the Partnership.

3. Guidelines

- a. The first performance check-in conversation of each fiscal year should establish expectations and clarify goals and objectives for the year ahead.
- b. After expectations and goals are set, check-ins should recur at least once quarterly to check in on progress, to provide feedback, and to revise or add goals as necessary. Performance check-in conversations can be done more regularly and as needed throughout the year.
- c. Before the end of the year, at least one check-in conversation should focus on developmental needs and goals. Development-focused check-ins are driven by the employee and should be scheduled when they feel appropriate. Typically, development conversations may happen once or twice per year.
- d. Check-ins are typically 60-90 minutes long.
- e. See *Check-in Conversations Procedures* in Community > Human Resources > Check-in Conversations