

Section	100 Personnel
Title	Assistant Manager Evaluation
Code	109
Status	Active
Adopted	

Purpose

The Palmerton Memorial Park Association recognizes the necessity for an annual performance appraisal of the pool assistant manager.

Procedure

Between August 15 and August 31 of each year the pool assistant manager will be evaluated by one representative of each pool department (office/stand, lifeguards, maintenance) as well as the general manager. Staff representatives will be chosen by the personnel committee from the most senior employees. Evaluation forms will be made available in paper format as well as online.

At the annual membership meeting the assistant manager will provide a written and verbal report of accomplishments from the previous season

Between the annual membership meeting and November 15 each member of the board will be asked to complete the Assistant Manager Evaluation. Forms will be made available in paper format as well as online.

The personnel committee shall tabulate the results of the performance appraisals of the pool general manager by the end of November using the following formula.

Each VG = 3 points, each S = 2 points, each N = 1 point, each U = 0 points

The sum of the above will be divided by the number of evaluated areas.

The 3 staff member results will be averaged together and the results of the board members' evaluations will be averaged together. The overall average will be calculated using the following weights:

Staff member average = 20%

General manager average = 30%

Board member average = 50%

The Board president and chairperson of the personnel committee will review the results of the performance appraisal with the assistant manager by the end of each calendar year.