



RRAR STAFF POLICY

The Reelfoot Regional Association of REALTORS® has (1) paid employee. The Association Executive is hired to work approximately eighteen (18) per week.

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

Procedures

Performance review schedule

Performance reviews, are conducted annually in the fourth quarter of each calendar year. It is the RRAR Board of Directors responsibility to ensure position descriptions and performance evaluations for the Association Executive are completed within the required timeframe.

Performance reviews—salary increases

A performance review does not always result in a bonus or an automatic salary increase. The employee's overall performance and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted.

Responsibility

The form(s) approved by the RRAR Board of Directors will be used, and the completed evaluation will be retained in the employee's personnel file.

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

Equal Employment Opportunity and Affirmative Action

The RRAR Board of Directors will review each employee's job performance, and the process used for determining the merit for each employee's performance in order to ensure that performance evaluations are conducted without regard to an employee's race, color, religion, sex (which includes pregnancy), sexual orientation, gender identity, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category, class, or characteristic.

Right to modify policy

The RRAR Board of Directors reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.

RRAR Association Executive
ANNUAL REVIEW FORM

Reviewer: _____

Date: _____

Return to the President no later than _____

Descriptions	GRADING SCALE					Comments
	Excellent 5	4	Satisfactory 3	2	Unsatisfactory 1	
Job Knowledge						
Knowledge of Policies						
Progress toward Goals and Objectives						
Quality of Work						
Initiative						
Dependability						
Decision Making Executive						
Works with Members						
Uses Resources Effectively						
Plans and Organizes Effectively						
Responsiveness/Promptness						
Expressing Ideas—Oral and Written						
Creativity						
Ability to Adapt						
TOTALS						
AVERAGE						

Additional Comments:

Comments of Review Team:	Perceived Strengths of CEO:	Comments of CEO – Points to Follow Up:
	Perceived Weaknesses of CEO:	
Date of follow-up (if required):		Date of next review:
, 20		, 20