

# **BATAVIA DEVELOPMENT CORPORATION**

## **Performance Evaluation Policy**

The Batavia Development Corporation (BDC) strives to effectively utilize the talents and expertise of its employees and Board members to meet the needs of the City and organizational mission, vision and economic goals. Each year every BDC employee will receive at least one formal evaluation of their performance with regard to established criteria, and where applicable, agreed upon objectives and developmental actions. Further, it is recommended the Board conduct a self-evaluation annually.

The intent of this performance evaluation is to establish an ongoing culture of continuous improvement, to set in place a systematic process for achieving measurable results, and to establish employee performance and development as a critical function that will create a performance communication environment. The evaluation itself is designed to provide communication and feedback between the Board and the employee on performance expectations and progress. Finally, the evaluation will provide the basis for acknowledging performance and advancement by ensuring personal performance accountability to the goals of the organization and enhancing employee motivation through communication between supervisors and employees.

### **Performance Evaluation Purposes:**

- To create an on-going culture of continuous improvement;
- Ensure personal performance accountability to the goals of the organization and department;
- Enhance employee motivation; and
- Enhance communication

Each year, the BDC Board will select a committee to conduct the performance evaluation of the staff. Results of which shall be maintained in the employee file. At the BDC Annual Meeting, Board members will receive a template as provided by the Authorities Budget Office (ABO) to coordinate its own evaluation and prepare summary results of the confidential submissions.

### **MOTION to adopt the Performance Evaluation Policy.**

**Peter Casey 2nd Pier Cipollone vote: carried**

**Peter Casey, Pier Cipollone, Ray Chaya,  
Mary Valle, Steve Pies, Barb Shine, Susie  
Ott**

**DATE: November 23, 2016**