

Ordinance 605-18  
Changes to the Summerdale Personnel Policy

SECTION VII: EMPLOYEE BENEFITS

GROUP HEALTH INSURANCE. The Town currently offers health insurance coverage to all full-time employees and their dependents. The Town reserves the right to require employee participation in the cost of insurance by requiring that the employee pay a portion of the cost of the insurance. At the present time the Town pays 80% of the cost of the coverage and the employee pays the remainder. This may increase or decrease at any time in the Town's sole discretion. New Employees are eligible for health insurance coverage. Details of eligibility, insurance coverage, deductibles, premiums and other important information are available in the Town's Local Government Health Insurance Program Administrative Procedures Guide in the Clerk's Office.

SECTION X: EMPLOYEE PERFORMANCE APPRAISAL SYSTEM

(h) EMPLOYEE APPEALS.

An employee may appeal his evaluation in accordance with the following guidelines.

(1) Appeal. Within three (3) working days of the employee's receiving his evaluation form, the employee may request in writing a conference to review his evaluation. The rater will meet with the employee within five (5) working days of his receipt of the employee's request. The rater will consider any additional information that the employee has to offer concerning his performance during the evaluation period. Upon completion of the meeting with the employee, the rater will forward his written evaluation of the employee's performance along with the original evaluation as prepared to the reviewer. The reviewer will consider the materials provided, schedule a meeting with the complaining employee and make a decision regarding the complaint. If the employee is dissatisfied with this decision, he may appeal to the mayor.

SECTION X: EMPLOYEE PERFORMANCE APPRAISAL SYSTEM

3. ADMINISTRATIVE PROCEDURES.

(a) Non-Probationary Employees. All non-probationary employees will be evaluated on by their supervisor or appointing authority.

(b) Probationary Employees. All probationary employees will be evaluated by their department head or supervisor.

(c) Department Heads. All department heads will be evaluated by their appointing authority.