

# Performance Evaluations

*We strive to provide all permanent staff with an annual performance evaluation as well as regular check-ins. In each of these conversations, employees are encouraged to share about and reflect on their work experience, in addition to the supervisor's feedback about their performance. These evaluation and supervisory meetings are conducted by the employee's direct supervisor.*

*An unsatisfactory evaluation may result in the use of a Performance Improvement Plan (PIP), wherein their supervisor will communicate the steps required for their performance to meet or exceed the expectations of their job within a specific time frame. Non-compliance with a Performance Improvement Plan will result in disciplinary measures, up to and including termination. The use of a PIP as a part of communicating expectations is based on the discretion of the employee's supervisor.*

## *Reimbursement for Job-related Expenses*

*An employee will be reimbursed for job-related expenses under the following conditions:*

- Approval of the employee's supervisor or authorized budgetary owner is secured in advance;*
- Submission of a Request for Payment form within 30 days after the expense was incurred; and*
- Submission of receipts both for all expenses \$25 or over and for all expenses under \$25 if available.*

*Employees with a valid driver's license and proof of insurance may use their own cars for Church-related business or sanctioned Church activities. The IRS reimbursement rate will apply for mileage to attend out-of-town training or required professional meetings. For all other Church-related travel, employees may deduct such expenses from personal income taxes due, as allowed by the Internal Revenue Service.*

---

Revision #1

Created 2025-04-16 02:03:35 CEST by Katie Watkins

Updated 2025-04-16 02:03:49 CEST by Katie Watkins