

# The AET

## Performance Review Policy



## Purpose

The performance evaluation process provides a means for discussing, planning and reviewing the performance of each team member. This provides both the employee and the department manager with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance.

Performance evaluations may influence salaries, job responsibilities, promotions and transfers. It is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

## Eligibility

All employees who have been employed by The AET for at least 1 year undergo an annual performance review. Managers are strongly encouraged to conduct reviews on a more frequent basis.

## Performance Review Schedule

Performance evaluations are conducted annually with specific dates announced by Management. Each manager is responsible for the timely and equitable assessment of the performance and contribution of their team members. All performance reviews should be documented and retain to track an individual's performance over time.

# Salary Increases

A performance evaluation does not always result in 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.

# Processes

Management will establish the format and timing of all review processes. The reviews may change from year to year and from person to person. The completed evaluations will be retained and documented.

Managers may not discuss any proposed action with the employee until all written approvals are obtained.

Management will review all salary increase/adjustment requests to ensure compliance with company policy and that they fall within the provided guidelines.

# Exceptions

The AET business needs, local situations, laws and regulations may occasionally call for an exception to this policy or any other The AET policy. If an exception is needed, The AET management will determine an acceptable alternative approach.

# Enforcement

Any violation of this policy or any other The AET policy or procedure may result in disciplinary action, up to and including termination of employment. The AET reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any

investigation of such activity. The AET does not consider conduct in violation of this policy to be within an employee's or contractor's course and scope of work.

Any personnel who is requested to undertake an activity that he or she believes is in violation of this policy must provide a written or verbal complaint to his or her manager or any other manager of The AET as soon as possible.

The disciplinary process should also be used as a deterrent to prevent employees and contractors from violating organizational security policies and procedures, and any other security breaches.

## **Responsibility, Review, and Audit**

The AET reviews and updates its security policies and plans to maintain organizational security objectives and meet regulatory requirements at least annually. The results are shared with appropriate parties internally and findings are tracked to resolution. Any changes are communicated across the organization.

This document is maintained by Roger Hanagriff.

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