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## **EMPLOYMENT STATUS AND RECORDS**

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### **PERFORMANCE REVIEW**

The performance of the employee may be considered in determining compensation, promotions, demotions, layoffs, disciplinary action and employee terminations. Performance is to be judged on quality of work, amount of work, manner in which service is performed, faithfulness to duties, and other factors that determine the value of an employee's service.

Assistance can be provided by the Human Resources Office in adding memos of praise, accomplishments of projects done well or disciplinary actions to employees' personnel files.