

**COUNTY OF CHAUTAUQUA INDUSTRIAL DEVELOPMENT AGENCY (“CCIDA”),
CHAUTAUQUA REGION ECONOMIC DEVELOPMENT CORPORATION (“CREDC”)
AND CHAUTAUQUA COUNTY CAPITAL RESOURCE CORPORATION (“CRC”)**

SUPERVISION AND PERFORMANCE EVALUATION POLICY

This Supervision and Performance Policy is adopted upon approval by the respective Boards of each Agency and applies to all members, directors, committee members, officers and employees of the County of Chautauqua Industrial Development Agency (CCIDA) and its affiliates: Chautauqua Region Economic Development Corporation (CREDC), Chautauqua County Capital Resource Corporation (CRC) and any other affiliated entities that may hereafter be established by CCIDA (hereinafter collectively referred to as the “Agency”).

The Agency shall endeavor to evaluate the job performance of each staff member at established intervals. Such evaluations by the Agency should be in writing, signed by the staff member and placed in such staff member’s personnel file. Supervisors shall work with staff under their supervision to develop a personal development plan from the evaluations to ensure staff are meeting the expectations of the Agency and that the Agency is meeting the expectations of the staff.

Performance evaluations will be conducted on a regular basis to provide both the employee and the Supervisor with the opportunity to discuss employee job tasks, goals and objectives, accomplishments, strengths/growths, identify improvement/development needs and plans, to address them as well as to discuss employee career goals. In addition to these more formal performance evaluations, the Agency encourages employees and their Supervisor to discuss employee job performance on an ongoing basis. Where performance problems may exist, deficiencies should be discussed with the employee and in many instances, given an opportunity to improve. When the Agency determines that an employee requires improvement, the Agency will attempt to help the employee meet the Agency’s expectations. The Agency will generally complete an annual Performance Review in December of each year.

Reviewed and Adopted this 26th day of September, 2023
by the respective Boards of each corporation referenced above