

POLICY 502: PERFORMANCE EVALUATIONS

ADOPTED: AUGUST 3, 1988 (REVISED: AUGUST 12, 2003)

Policy:

It is the policy of the County that the job performance of each employee should be evaluated periodically by the employee's supervisor.

502:1 GENERAL PROVISIONS

1. Supervisors should complete performance evaluation upon the following occasions:

- a) By the end of the first three months of employment;
- b) By the end of the first six months of employment;
- c) Annually; and
- d) At any other time deemed appropriate to recognize improved or deteriorated performance.

Disagreement with the results of the evaluation is not subject to the grievance procedure set forth in these policies and procedures.

2. Supervisors, in completing evaluations, should prepare a written evaluation of each employee's job performance. Such an evaluation should include the supervisor's comments and recommendations, an action plan for both the employee and supervisor and performance goals for the next evaluation period.
3. Department directors or designees should review each supervisor's written evaluation to help assure that the evaluation process has been properly completed in a fair and objective manner.
4. After the written evaluation has been reviewed by the department director or designee, the supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and supervisor should then sign and date the evaluation and forward it through the lines of supervision to Human Resources for review and inclusion in the employee's personnel file.
5. Employees who want more than the chance to add written comments to their performance evaluation may request a review by their department director or Human Resources.
6. Information derived from the performance evaluation may be considered when making decisions affecting an employee including, but not limited to, decisions concerning training needs and opportunities, pay, promotion, transfer or continued employment.

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7. If a merit increase is to be awarded to an employee, it should be given at the time of the annual performance evaluation. Merit increases should not be awarded at the three (3) month evaluation. Merit increases may be awarded at the successful conclusion of the initial six (6) month probationary period with the department/division director's approval.