

## PERFORMANCE EVALUATION

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### SUMMARY

It is County policy to conduct performance evaluations at least once a year for all employees. The evaluation should be objective and sufficiently descriptive. In addition, the annual performance evaluation is the appropriate vehicle for determining merit increases and changes to pay status classifications.

### PROCEDURE

#### Evaluation

1. An evaluation form will be sent approximately six weeks in advance to the employee's supervisor prior to the employee's anniversary date.
2. The employee's direct supervisor (the rater) completes the evaluation and reviews it with the reviewer.
3. The evaluation is then presented and discussed with the employee.
4. The employee signs the evaluation form and returns it to the supervisor.
5. The completed form is processed internally by the department and sent to the Payroll and Information Management, Human Resources Department for inclusion in the centralized personnel file.
6. Executive Salary Review Sheets are produced upon a department's request.

#### Appeals

1. Permanent employees with an overall rating of less than a satisfactory level may request an appeal of their evaluation.
2. The employee must first request a review of the evaluation with the department director within ten (10) calendar days of receipt of the evaluation.
3. If the department director's decision is not acceptable to the employee, the employee may then submit a written request for an appeal to the Human Resources Department Director within ten (10) calendar days after the receipt of the department director's decision.
4. The Human Resources Department Director will appoint a three (3) person management panel, none of whom shall be from the employee's department, to act as a fact finding committee.
5. The panel will hear the employee, the rater and the reviewer separately. The employee is allowed a representative who can remain during the entire hearing.
6. Within thirty (30) days following the hearing, the panel will submit a written report of their findings and recommendations to the Human Resources Department Director.
7. The evaluation may be revised or sustained by the panel whose decision will be final and binding on the department.

#### Note

Evaluations are not to be used as a disciplinary tool. However, it is important for supervisors to understand that serious performance deficiencies should result in an appropriate use of counseling and progressive disciplinary action. That is, supervisors should not wait until the evaluation is due to

provide employees with feedback on unsatisfactory work, poor work habits, etc. The same is true for providing feedback of a positive nature.

Exception

Collective Bargaining Agreements may provide different procedures.

**CONTACT(S):**

**Department/Division**

Human Resources Department/Payroll and Information Management  
Human Resources Department/Labor Management and Compensation

**REFERENCE DOCUMENT(S)**

Administrative Order 7-19, Performance Evaluation