

Performance Appraisal Policy

Effective Date: Adopted 9/86; Revised 9/91, 6/92, 11/94, 12/96, 11/13

§-I. PURPOSE To provide regulations concerning performance appraisal procedures for county employees.

§-II. SCOPE Board of Commissioners' Employees

§-III. POLICY It is the policy of the County that the job performance of each employee shall be evaluated periodically by the employee's immediate supervisor.

§-IV. PROCEDURES

A. The performance appraisal consists of a written evaluation of the employee's job performance, the supervisor's documentation and recommendations. It also includes performance goals for the next evaluation period. The appraisal may also be used to identify the employee's training needs.

B. Using the job performance documentation which has been written during the year, the supervisor will rate the employee's performance using the appropriate rating scale based on the appraisal method being used.

C. Performance appraisals shall be completed and submitted based on a timeline distributed by Human Resources. All appraisals are completed near the end of each calendar year.

D. Supervisors are encouraged to keep informal written records of significant events and examples of job performance for the employees under their supervision.

E. Employees who disagree with their appraisal should submit in writing to their supervisor the reason for disagreement. If no change is made after supervisory consideration, the employee may take his/her concerns to the next management level. If the employee remains in disagreement, he/she may take his/her concerns to the department/agency head who is responsible for the final disposition of the appraisal.

F. Progress discussions will be conducted with employees by their supervisors at least once during the rating period.

G. The Human Resources Department is responsible for:

1. Ensuring that all supervisors are trained on use of the appraisal form and process and providing refresher training as necessary;
2. Ensuring that all employees are trained on the performance appraisal process;

3. Sending the appraisal forms and required paperwork to each department at the proper time, thus ensuring that the supervisors will have enough "lead" time to properly complete the appraisal forms;

4. Monitoring the overall system results and revising the system as necessary.

H. The Head of each department is responsible for:

1. Ensuring that all supervisors in the department have attended a training session on use of the appraisal forms prior to the supervisors completing the forms;

2. Ensuring that an employee's immediate supervisor is designated as the rater who completes the employee's performance appraisal form;

3. Ensuring that the review of completed appraisal forms is conducted appropriately within the department, before the forms are sent to the Human Resources Department.