



Performance Appraisal Policy

Effective Date: September 2021

Owner	Board of Commissioners (BOC)
Reviewer(s)	Human Resources
Approver(s)	Human Resources Director
Related Policies	Compensation Policy
Related Standards	N/A
Storage Location	iCobb
IS Last Review Date	October 2020 September 2021
IS Next Review Date	October 2022 September 2023
IS Review Cycle	Every two years

1. PURPOSE

To provide regulations concerning performance appraisal procedures for County employees.

2. SCOPE

This policy affects all Board of Commissioners' Employees. If you have questions regarding this policy, contact Human Resources.

3. 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, **which should then be documented within the final annual performance appraisal form at the end of each evaluation period.**

4. 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 **the evaluation year outlined by the Department** ~~a timeline distributed by Human Resources.~~ **However, all appraisals must be completed and submitted to Human Resources no later than January 31 of each evaluation year** ~~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 (**which includes emails**) to their supervisor the reason for disagreement, **within five (5) business days of receiving the appraisal.** 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, **although at least two (2) are recommended.**



Performance Appraisal Policy

G. The Human Resources Department is responsible for:

1. Ensuring that all supervisors are trained on **the County's Performance Appraisal System, including** the use of the appraisal form process and providing refresher training as necessary;
2. Ensuring that all employees are trained on **the County's Performance Appraisal System** the performance appraisal **and** process, **within ninety (90) days of hire date**;
3. **Communicating and sending timely reminders to Departments regarding time-frames, due dates and general information pertaining to the County's Performance Appraisal System, 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.
5. **Following up with supervisors to ensure employees who receive an overall rating of "Needs Improvement" for the evaluation period are issued a Performance Improvement Plan (PIP), and that their ongoing performance is being regularly evaluated to ensure the plan is met. If plan is not met, further disciplinary action, up to and including termination, may be warranted. Please contact Employee Relations for guidance.**

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.
4. **Ensuring that supervisors who fail to adequately evaluate their staff, or maliciously include inaccurate information in the performance appraisal, are issued disciplinary action pursuant to applicable County policies.**

5. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the County Manager and/or the Board of Commissioners.

6. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

REVISION HISTORY

Version ID	Date of Change	Author	Rationale
	09-1986		Adoption
	09-1991		Revision
	06-1992		Revision



Performance Appraisal Policy

	11-1994		Revision
	12-1996		Revision
	11-2013		Revision
V.1.0-2020	09-2020	Human Resources	Reformat
V.1.1-2021	09-2021	Human Resources	Revision