

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 4-5

Effective: 10/12/2010

Revision No.: 2

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Performance Evaluation

OVERVIEW: This policy defines the County's commitment to identifying performance expectations and goals and desired outcomes for each employee. It determines the criteria upon which the employee's performance will be evaluated and the frequency of performance evaluation.

SCOPE: This policy applies to all persons employed by the Board of County Commissioners except Board Appointees and Temporary (including Unclassified Service) employees.

PROVISIONS:

1. **Administrative Responsibilities.** The Administrating Official will establish a standard performance evaluation form reflecting the County's values. Supervisors will conduct annual performance evaluations of each employee under their supervision. Each supervisor will be evaluated on supervision and commitment to diversity. Senior Supervisors will be evaluated on developing supervisors. All employees will be evaluated on Customer Service.
2. **Intent of Performance Evaluations.** The performance evaluation will indicate to the employee how the employee's past performance and accomplishment of established goals has been evaluated by the immediate supervisor and will be used as the basis for discussion of how an employee's performance can be improved and performance goals met. It must clearly state the employee's successes and shortcomings, including specific examples. A simple list of topics considered or discussed in the evaluation, without an indication of the quality or lack of quality of performance in the narrative, is not sufficient. Ratings will correspond to the narrative description. The performance evaluation process is helpful in the following situations by:
 - a. Providing essential information for employee career development,
 - b. Determining merit pay increases,
 - c. Selecting employees for promotion,
 - d. Establishing layoff rosters, and
 - e. Determining disciplinary action.
3. **Mid-Year Review.** Six months after the annual evaluation, supervisors will conduct a mid-year performance review, discussing with each employee the employee's previous evaluation, performance and accomplishments since the annual evaluation.

4. **Request for Oversight of Annual Performance Evaluation.** An employee may request departmental oversight of an annual performance review. The employee shall have the right and opportunity to meet with the employee's supervisor and/or department director to review and discuss the annual performance evaluation. The department director, within a reasonable time period, shall make the final determination of any changes made to the performance review. Other than requesting department oversight, employees have no right to appeal a performance evaluation.

County Manager

County Attorney