

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

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Performance Evaluation

OVERVIEW: This procedure 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 procedure applies to all persons employed by the Board with the exception of Temporary (including Unclassified Service) employees.

PROVISIONS:

1. **Administrative Responsibilities.** The Administrating Officials will establish a standard performance evaluation form reflecting the County's values. Supervisors will conduct annual performance evaluations of each employee under their supervision.
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. 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. **Request for Oversight of Annual Performance Evaluation.** An employee may request for the Department Director and Human Resources 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.

4. More information on the Appeal process can be found [here](#)