



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management	Section: 310.3
Subject: Human Resources	Topic: Performance Evaluation
Accreditation: PER 06.01, PER 06.02	Revised:
Enacted: 07/30/2015	Reaffirmed:
Last Review: 01/26/2019	Review: 10/01/2020

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for conducting Loudoun County Sheriff's Office employee performance evaluations.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to provide an objective and fair method of evaluating and recognizing an employee's performance through an appraisal system that measures components specifically geared toward an employee's goals, duties and functions.

III. OBJECTIVES

The objectives of the evaluation system, which serve both management and employee needs, shall, at a minimum:

- A. Allow for fair and impartial personnel decisions
- B. Maintain and improve performance
- C. Provide a mechanism for employee performance feedback
- D. Facilitate proper decisions regarding probationary employees
- E. Identify training needs

IV. PROCEDURES

- A. The procedures for the completion of the County's Performance Planning, Management and Appraisal Program shall be as specified on the prescribed form and associated instructions. In addition, policies as set forth in the County's Human Resources Handbook and Administrative Policies and Procedures shall be followed. The following requirements are mandatory:
 - 1. Definitions, procedures for use, responsibilities, and training of raters are as specified in the Loudoun County performance appraisal system instructions.
 - 2. Typically, each employee shall be appraised on an annual cycle, which runs from July 1 to June 30 of the following year. Partial-year appraisals are completed for employees hired during the appraisal period.
 - a. All supervisors are encouraged to conduct an interim counseling session with employees in an effort to identify any area(s) of difficulty and to

- confirm the accuracy of the assigned job components and related performance expectations.
- b. Each employee retains the right to request a counseling session with his/her supervisors regarding his/her performance plan at any time and for any concern the employee may have.
 - c. All counseling sessions should be documented by the rater/supervisor to ensure an accurate record of the discussion in order to prevent future misunderstandings and confusion.
3. Employee performance appraisals will measure ability to comply with the performance requirements of their job classification.
 4. Performance appraisals are based only on performance occurring during the rating period.
 5. Each employee shall review his/her Performance Plan, discuss questions on any portion of the plan with his/her supervisor and ensure an understanding of the job components and performance expectations prior to signing. The Performance Plan shall be acknowledged electronically by the employee.
 6. Each employee should be appraised by his/her immediate supervisor.
 7. It shall be the responsibility of the appraiser's supervisor to ensure that the appraisals are conducted in a fair, objective, and honest manner.
 8. The appraiser (employee's supervisor) shall conduct the performance appraisal and forward it for review to the reviewer (appraiser's supervisor). If the overall rating is "Fully Successful," it may be presented to the employee. If the overall rating is "Exceeds Expectations" it should be forwarded to the Department Reviewer (Division Commander) for approval before being presented to the employee.
 9. The results of performance appraisals are utilized to:
 - a. Provide information regarding the suitability for assignment
 - b. Identify training needs
 - c. Determine the ability of the employee to absorb additional responsibility
 - d. Describe effectiveness in assigned position
 - e. Recognize advancement potential
 - f. Discuss career development

10. Only regular employees who receive an overall rating of "Does not Meet Expectations" may file a performance appraisal appeal.
11. All completed performance appraisals shall be maintained in Oracle. Loudoun County Human Resources is responsible for the retention of all original performance appraisal documents.
12. The components within the performance plan shall be reviewed, minimally, on a biannual basis by the employee's supervisor to determine if any modifications are required to ensure optimum effectiveness of the plan.
13. Employees shall be advised at the beginning of the rating period of the job components of his/her position, the related performance expectations, and the appraisal rating criteria.
14. Any employee shall be advised in writing when his/her performance is deemed to be unsatisfactory. This should be done as soon as possible, but at a minimum ninety (90) days prior to the end of the rating period if his/her performance suffers during the second-half of the appraisal period.
15. Supervisors are responsible for maintaining documentation regarding the performance of their subordinates and shall be able to articulate specific reasons for assigned ratings.
16. All employees shall receive in Oracle a completed performance appraisal after the conclusion of the appraisal period.
17. All supervisors shall conduct a face-to-face meeting with each employee to review his/her completed performance appraisal. The employee will have the right to accept the performance appraisal in Oracle as written and/or note any comments or rebuttals.