



SECTION: HR
TOPIC: EVALUATION 01
GENERAL
NOVEMBER, 2018

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: EMPLOYEE PERFORMANCE REVIEW/EVALUATION

1. The primary objective of a performance review system is to provide the support and assistance employees need to perform their jobs. A performance evaluation process should be continuous, involving informal day-to-day communication and continuous review and adjustment of goals as needed. In addition, good performance should be reinforced and unacceptable performance corrected through a formal evaluation process.
2. The objectives of a formal performance evaluation system should include:
 - a. Mutually established performance goals.
 - b. Clearly communicated performance expectations to employees about their performance relative to those expectations.
 - c. Positive reinforcement when employees perform satisfactorily.
 - d. Assistance and support for employees having difficulty performing tasks.
 - e. Establish and maintain good supervisor-employee relations through honest two way communication.
 - f. Mutually identify training needs.
 - g. Information that will assist in making personnel decisions.
3. All employees shall be evaluated on an approved Employee Performance Evaluation.
4. Employee evaluations are completed by the employee's supervisor and reviewed with the employee. The completed evaluation may be reviewed by that supervisor's immediate supervisor.
5. Performance evaluation requirements are stated in the Civil Service Ordinance as follows:

Section 18.14(2) "All newly hired employees shall receive a performance evaluation during the sixty to ninety day time period of their probation. All promoted employees shall receive a performance evaluation during the thirty to sixty day time period of their trial period."

Section 18.14(3) "Prior to expiration of the probation, the Employee Relations Division shall notify the appointing authority that a final decision on a regular appointment for the probationer is imminent. The appointing authority shall then review the performance of the probationer and make his or her final decision regarding the regular appointment prior to the end of the probation."

Section 18.28(1) "Performance evaluations. The Committee shall establish a system of employee performance evaluations to be conducted by appointing authorities for use in considering salary advancements, promotions, transfers, demotions, training or retraining or other employee development activities, and other personnel actions. These performance evaluations shall be part of the personnel record of the employee and shall be conducted at least annually for each employee who has completed his/her probation."

END OF POLICY



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Forms Needed:

Employee Performance Evaluation

RESPONSIBILITY

ACTION

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| Employee Relations | 1. Forward performance evaluation notification to appointing authorities. |
| Appointing Authority | 2. Establish a system internal to the department to ensure that all employees are evaluated during the mid and end of a probationary or trial period and then annually. |
| Supervisor | 3. Complete a performance evaluation and discuss it with the employee. Employees should receive his/her annual performance evaluations due on his/her date of hire with the County. Probationary employees should also receive a mid and end probation or trial period performance evaluation. The employee's immediate supervisor should complete the performance evaluation prior to discussing it with the employee. |
| | 4. Schedule a session with the employee to review the evaluation and discuss past performance, future objectives and employee concerns. |
| Employee | 5. Complete the performance evaluation and review it with the supervisor at scheduled meeting. |
| Employee/Supervisor | 6. The employee and supervisor must meet, review, discuss and develop a mutual understanding of the job expectations. The employee will sign the final draft to at least indicate he/she read and reviewed the evaluation and retain a copy of the document. |
| Supervisor | 8. Return the completed form to the Appointing Authority. |
| Appointing Authority | 9. Review the completed performance evaluation for thoroughness and quality, identify good performance or any problems, or need for follow-up prior to returning the completed form to the Employee Relations Division. |



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RESPONSIBILITY

Employee Relations Division

ACTION

10. Review the completed form to ensure it was filled out properly . Follow-up on delinquencies.
11. File the completed evaluation in employee's official personnel file.

END OF PROCEDURE