

## **Chapter 8: Performance Evaluation**

### **Section 8-1: General**

The common annual performance review date for all employees in the classified service is October 1.

Performance evaluation addresses the following objectives:

- a. Provides a basis for the determination of the level of performance, to involve the employee in this determination and to identify areas of work which need improvement or which exceed the expectations of the position.
- b. Provides a performance based evaluation for the award of compensation increases based on performance levels.
- c. Improves communication between employees and management.

### **Section 8-2: Job Description**

The basis for evaluating performance is the job description. Department Heads assure that job descriptions for positions in their departments are accurate and reflect essential functions. Employees are accountable for performing all aspects of the job description in a proficient manner.

### **Section 8-3: Standards of Performance**

The standards expected of an employee are to be established and communicated by the Department Head or supervisor prior to the evaluation process. The Department Head or supervisor is expected to involve the employee:

- a. In establishing the criteria by which his/her performance is to be judged;
- b. In planning future improvements in that performance; and
- c. In establishing mutual responsibilities and expectations with respect to improving

job performance.

#### **Section 8-4: Communication With Employee**

The Department Head or supervisor is required to meet with new employees, within 30 days of hire, transfer, promotion, demotion, etc., and with all other employees at the beginning of each evaluation cycle for the following purposes:

- a. To review the job description to assure that it is accurate. Any necessary revisions in essential functions should be recommended to the Human Resources Department in the form of a revised job description.
- b. To identify and clearly define the responsibilities of the employee and the expectations of the supervisor.
- c. To establish objectives for the employee using a department work plan as a base. This is intended to be a manual setting of objectives, which may be used to establish a basis for the performance rating.

#### **Section 8-5: Interim Review**

At any time during the evaluation cycle, the supervisor may arrange a time to meet with the employee for the following purposes:

- a. Review progress. The supervisor shares with the employee any performance problems that have been noted and outlines measures needed for improvement. Supervisors are encouraged to schedule a review with those employees who are exceeding their performance objectives in order to support their achievements.
- b. Review employee concerns. The employee shares any problems being experienced which may be hindering job performance. For example, sometimes equipment or personnel problems exist that could be corrected by the supervisor,

or daily operations have changed to the point of making it difficult to accomplish an initially agreed upon objective.

At this time, any changes in the initial expectations may be noted. This conference may be requested by either the supervisor or the employee. Whether or not a formal conference is held, it is the supervisor's responsibility to advise the employee of performance deficiencies.

#### **Section 8-6: Performance Evaluation Form and Procedures**

Performance evaluations shall be completed on prescribed forms and conducted in accordance with established procedures as set forth by the County Administrator. Supervisors and department heads share responsibility for timely completion of evaluation forms and adherence to established procedures.