

02. PERSONNEL

2.7. Performance Evaluation

BOS Adopted – Jul 1, 2004

2.7.1. Policy. The County Administrator shall maintain an employee performance evaluation system to be used for the evaluation of employee performance. All Constitutional Officers may utilize this format, or create an alternative format that achieves the same evaluation objectives. Constitutional Officers themselves are not subject to evaluations.

2.7.2. Purpose. The purpose of the employee performance evaluation shall be primarily to inform employees about how well they are performing their work and how they can improve their work performance. The performance evaluation may also be used as a factor in determining order of layoff; as a basis for training, promotion, demotion, transfer or dismissal; and for such other purposes as may be deemed advisable.

2.7.3. Period of Evaluation. From the date of the original appointment or promotion, all employees except temporary workers shall be evaluated at least once during the sixth month probationary period, and annually thereafter.

2.7.4. Evaluation. Evaluations shall be prepared by the immediate supervisor of each employee and reviewed by the appropriate department head or Constitutional Officer. An employee in a supervisory position who is leaving a position shall be required to submit performance evaluation forms on all the employees under his or her supervision who have not been evaluated within the previous six month period.

2.7.5. Confidentiality of Evaluations

A. Performance evaluations for employees in departments other than Constitutional Offices shall be confidential and shall be made available only to the:

1. Employee evaluated;
2. Supervisor or department head;
3. Director of Human Resources;
4. County Administrator; or
5. Board of Supervisors, if required, in closed session.

B. Performance evaluations for employees of Constitutional Officers shall be confidential and shall be made available only to the:

1. Employee evaluated;

2. Immediate supervisor;
3. Constitutional Officer; or
4. Board of Supervisors, if required, in closed session.

2.7.6. Review with Employee. Each employee shall have the opportunity to review every evaluation made of him or her. Upon a review of the evaluation, the employee shall note in writing his/her comments concerning the evaluation.

2.7.7. Appeal of Employee Evaluation. Any County employee who feels that his or her performance evaluation is not correct, shall have the right to appeal the evaluation through higher levels of authority until the appeal reaches the department head, who will make a final attempt to resolve the problem prior to referring it to the County Administrator, or Constitutional Officer for their respective employees, who shall have final administrative authority.