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## ***CHAPTER 9***

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### ***PERFORMANCE***

#### **9.1 Purpose**

- A. Performance evaluations and annual reviews inform employees how well they are performing their work and how they can improve their work performance. The review and evaluation process is intended primarily to enhance communication between employees, supervisors, department directors, and the County Administration about departmental work goals and County priorities by:
- determining the level of the employee's performance and involving the employee in this determination
  - identifying areas which meet or exceed expectation and those which need improvement
  - identifying how the employee and his immediate supervisor can best work together to achieve the department's/division's work goals for the coming year
- B. The County Administrator may use performance evaluations as a factor determining pay, promotion, demotion, transfer, dismissal, lay-off or training.

#### **9.2 Job Description**

Job descriptions serve as the basis for evaluating an employee's performance. Department directors shall ensure that all position descriptions accurately reflect the essential duties of each position. Employees are accountable for performing the position's duties and responsibilities proficiently with reasonable accommodations if necessary.

#### **9.3 Evaluations on Anniversary Dates**

All employees, except temporary and seasonal workers, shall be evaluated at the end of 6 months of employment, again at the end of 12 months, and annually thereafter.

#### **9.4 Supervisor's Responsibility**

Performance reviews shall be prepared by immediate supervisors and reviewed by department directors. Immediate supervisors shall regularly review performance with each employee. Departments shall provide each employee a copy of his completed annual performance evaluation form signed by the employee, the immediate supervisor, and the department director. The employee's signature does not indicate agreement with the evaluation, but merely acknowledges that the review has been discussed with him.

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### **9.5 Employee's Responsibility**

Every employee shall discuss openly with his immediate supervisor their mutual responsibilities and expectations for future performance. If an employee wishes to supplement or clarify the annual performance review, he may submit a written statement to the Human Resources Department within 10 days following the annual performance conference with his supervisor.

### **9.6 Confidentiality of Evaluations**

Copies of annual performance evaluations shall be maintained in personnel files. A performance evaluation shall be confidential and made available only to the employee, his supervisor and/or department director, the Human Resources Director, the County Administrator, the Board of Supervisors and legal authorities on a need-to-know basis.