

**SECTION 6
PERFORMANCE EVALUATION**

6.01 PURPOSE

6.02 TYPES OF EVALUATION

Annual Evaluation

Special Evaluation

Probationary Evaluation

6.03 PROCEDURE

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The primary purposes of a performance evaluation are to:

1. Uniformly and objectively rate an employee's job performance;
2. Provide an opportunity for employees to recognize and correct specific performance problems and clarify expectations;
3. Provide a means of communication between the employee and his/her supervisor;
4. Provide data on which to base promotional selection decisions;
5. Provide a basis on which to make salary decisions;
6. Reveal conditions that contribute to poor morale or low productivity; and
7. Enable supervisors to detect gaps and limitations in their own supervisory performances.

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A. EVALUATION

Evaluations are designed to communicate to an employee acceptable and unacceptable levels of job performance. Sub-standard or unacceptable job performance which is not corrected or improved may subject an employee to disciplinary action.

B. ANNUAL EVALUATION

Each regular employee is evaluated annually. Evaluations cover the preceding year or, in the case of new employees, the completion of the remainder of the year following the probationary period.

C. SPECIAL EVALUATION

Special evaluations may be performed at any time, at the discretion of an employee's supervisor.

D. PROBATIONARY EVALUATION

A probationary employee is normally evaluated before the end of the probationary period. Should the employee be terminated or returned to his/her former classification before the end of the probationary period, the evaluation should be made at the time of termination or reassignment.

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- A. Appointing Authorities and/or supervisors have the primary responsibility for initiating, scheduling, and completing performance appraisals.
- B. Each employee will be evaluated against the established position description for his/her assignment.
- C. The supervisor will meet with the employee to review concerns, expectations, duties, and responsibilities, and to set measurable objectives for the next period. The employee will be given the opportunity to read the appraisal, ask questions, and comment in writing on the appraisal document. The employee must sign the document, indicating he/she has been given this opportunity.
- D. The completed performance appraisal, including any employee comments, will be placed in the employee's personnel file. Copies will be given to the supervisor and the employee.
- E. An employee who disagrees with his/her supervisor's appraisal may request a discussion with his/her supervisor's immediate superior.
- F. The employee has the option to make a written statement of comment concerning his/her evaluation on the form itself or separate attachment. Either way, this statement becomes a part of the employee's personnel file.

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