

RULE 1100 PERFORMANCE REPORTS

1101 APPOINTMENTS SUBJECT TO PROBATIONARY PERIODS - All permanent employees in the Classified Service of the County shall have their work performance evaluated at regular intervals by their immediate supervisors and department head. The employee's department head or designated representative shall discuss the performance report with the employee. A copy of the employee performance report signed by the department head and employee shall be made a part of the employee's permanent personnel file, and a copy shall be given to the employee.

1102 FREQUENCY - Employee performance reports shall be completed as prescribed below but may be issued at any time as determined by the appointing authority.

1102.1 Permanent Employees

Performance reports shall be completed annually prior to the employee's anniversary date.

1102.2 Probationary Employees

Performance reports shall be completed at the end of the third and sixth month from the employee's original appointment. Employees on a twelve (12) month probationary period shall also receive an evaluation prior to the end of the twelfth (12th) month from their original appointment, prior to the end of their probationary period.

1102.3 County Administrative Officer, Appointed Department Heads, and the Public Health Officer Evaluation

PURPOSE

It is the intent of this policy to provide the Board of Supervisors with procedures to evaluate the performance of the County Administrative Officer (CAO), Appointed Department Heads, and the Public Health Officer.

Performance evaluations are essential in developing and maintaining a shared understanding of expectations so that the Board's mission, goals, and strategic priorities can be achieved.

EVALUATION SCHEDULE

- Evaluations will be scheduled by the CAO in closed session meetings per the schedule below:
- Annually, in four half day sessions, to align with the start of the County budget process for all Appointees.
- Quarterly meeting of each Appointee who have been in their position for less than one year.
- Additional evaluations can be scheduled anytime upon request, of the Board or Appointee.

BOARD OF SUPERVISORS ROLE

Identify and communicate strategic priorities to the Appointee each fiscal year.
Evaluate and provide feedback to each Appointee per the evaluation schedule.
During the evaluation meeting, the Board and the Appointee shall review goals and agree upon the goals leading to completion of the Goals Worksheet.
Identify and communicate any changes to the strategic priorities as needed.
Assist the Appointee in overcoming barriers to achieving goals and strategic priorities.

APPOINTEE ROLE

Participation in the self-evaluation process is intended to initiate a fair and comprehensive review of progress and accomplishments during the evaluation period.

Annual Evaluation Meetings

On an annual basis, in preparation for evaluation of performance to be conducted in closed session with the Board of Supervisors, each Appointee shall submit a Department Head Self-Evaluation form. The completed evaluation shall be submitted to the CAO no less than two weeks prior to the scheduled evaluation.

During the evaluation meeting, the Board and the Appointee shall discuss goals, agree, and finalize the Evaluation Goals Worksheet. The finalized Goals Worksheet will be reviewed and signed by the CAO and Appointee.

Quarterly Evaluation Meetings

Each quarter, in preparation for evaluation of performance, each Appointee who has been in their position for less than one year shall submit a Self-Evaluation Form and send a copy of the Supervisors Goals Worksheet approved in the annual evaluation meeting to the CAO, no less than two weeks prior to the scheduled evaluation.

During the evaluation meeting, the Board and the Appointee shall review performance and goals. Any changes to the Goals Worksheet will be documented, reviewed, and signed by the CAO and Appointee after each quarterly meeting .

COUNTY ADMINISTRATIVE OFFICER'S ROLE

The CAO will work with the Board Chair to schedule the Appointee evaluations to align with the start of Annual Budget process, in four half-day closed session meetings.

In advance of the Appointee's scheduled evaluation with the Board, the County Administrative Officer will provide Board members with the Department Head's Self Evaluation, turnover report, and employee evaluation timeliness report.

Report of Appointment (ROA)

The Board of Supervisors shall grant the County Administrative Officer authorization to process and sign the ROA for merit and longevity increases aligning with the Appointee's date of appointment or salary anniversary date, per approved salary schedules.

The Board shall grant the Chair with authorization to process and sign the ROA for the County Administrative Officer, for merit and longevity increases aligning with the date of appointment or salary anniversary date per approved salary schedules.