

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Annual Performance Appraisal	Approved:	06/21/18
/Policy Number:	217	Author:	Grove
Associated:	Compensation		

PURPOSE: The purpose of this policy is to provide a means for discussing, planning and assessing employee performance and to ensure that a consistent approach is followed when conducting annual reviews. The performance appraisal shall also be used to measure and reward performance in accordance with the County’s Compensation Policy. It may also serve as a basis for training, demotion, or dismissal. This system is not intended to preclude disciplinary action that may be imposed in accordance with the County’s disciplinary policies. In accordance with the County’s policies on Equal Employment Opportunity, all employees shall be assessed solely on objective performance based factors and without regard for the employee’s membership in any protected category.

COVERED EMPLOYEES: All probationary and regular County Commission employees are covered by this policy as described herein. Employees in an Elected Office are only covered if that particular elected official has adopted the policy for his/her employees.

DEPARTMENT HEAD RESPONSIBILITIES: Evaluations shall be made by the immediate supervisor of each employee and shall be reviewed by each Department Head. Department Heads are responsible for ensuring that the job performance of each employee within their department is evaluated at least annually in accordance with this policy. Moreover, Department Heads are responsible for timely addressing incidents of non-performance or substandard performance within in their departments.

EMPLOYEE RESPONSIBILITIES: Employees are expected to perform their job at a “Meets Expectations” level or above. Employees who have a disability covered by the Americans with Disabilities Act (ADA) are expected to perform the essential functions of their job with or without a reasonable accommodation. Employees who need a reasonable accommodation to meet their job requirements should request one as soon as practical after the need for such an accommodation arises. Requests for a reasonable accommodation shall be submitted directly to the employee’s Department Head.

APPRAISAL PERIOD: The performance appraisal period shall be based upon the employee’s date of hire. The appraisal period shall not be adjusted as a result of the employee’s use of any form of approved medical leave, with or without pay. Employees who were on approved medical leave during the performance appraisal cycle shall be evaluated on the work performed for the County during the period the employee was not on leave.

RATINGS/PERFORMANCE LEVELS: Under the performance based pay system, the County shall utilize a three-tier rating scale based upon performance factors and standards as provided in the Employee Performance Appraisal Form, which form shall be used for all annual appraisals. These ratings shall be weighted and averaged into an overall performance appraisal rating.

- **Exceeds Expectations**
This overall evaluation demonstrates job performance at a level exceeding that of a satisfactory evaluations. The employee's performance regularly surpasses the standards expected
- **Meets Expectations**
This overall evaluation demonstrates success and competency in performance of the job. The employee has produced the desired or intended results and completely satisfies the established standards and expectations.
- **Needs Improvement**
This overall evaluation indicates performance that is unacceptable due to the employee's own lack of effort or skills. The employee has not met the standards as expected and must take immediate corrective action.

EMPLOYEE RESPONSE TO APPRAISAL: Employees who receive a score of "Needs Improvement" on their annual performance appraisal may submit a written statement included on the back of the appraisal form, which shall be included in the employee's Official Personnel File. The content of performance appraisal, including comments, ratings, and scores, or the amount of any performance based increase are not subject to the County's grievance procedure.

UNSATISFACTORY PERFORMANCE: Specific incidents of unsatisfactory performance or non-performance of job duties shall be addressed by the supervisor throughout the performance appraisal period, up to and including disciplinary action. Repeated incidents or serious incidents of unsatisfactory performance or non-performance of job duties shall also be addressed in the employee's annual performance appraisal. Unsatisfactory performance or performance improvement plans issued throughout the appraisal period may be considered when awarding salary increases under the performance based system.

PERFORMANCE BASED SALARY INCREASES: Annual salary increases administered in accordance with the Compensation Policy shall be delivered under a performance based system, structured to reward employees who achieve an overall rating of "Meets Expectations" or higher on the annual performance appraisal. Each year the County Commission shall determine the level of funding for performance based increases, if any.

Only regular employees are eligible to receive salary increases in accordance with the provisions of Policy 204, Compensation. To receive a performance based increase the employee must achieve a minimum overall rating of "Meet Expectations" on the annual performance appraisal. Employees' base salaries shall not exceed the maximum of the classified payband. Temporary employees are not eligible for annual salary increase.