

V. PERFORMANCE APPRAISAL

A. Approval Procedure for Employee Personnel Actions

1. All merit, salary step increases shall be considered on the basis of an employee's performance appraisal completed using the County's standard employee appraisal form. A copy of the performance appraisal requesting a merit salary step increase must be submitted to the Office of Human Resource Management a minimum of fifteen (15) working days prior to the effective date of the increase.
2. All Personnel-Action requests, including merit salary step increases and all other employee actions, must be:
 - a. Recommended by the department head;
 - b. Reviewed by the County Clerk/Auditor's Office concerning the availability of funds, and/or for recommendations for budgetary transfers and adjustments; and
 - c. Approved by the Director after certification of compliance with employment laws, rules, regulations, and practices.

B. Performance Appraisal

1. The Office of Human Resource Management shall establish a system of performance appraisal designed to give a fair rating of the quality and quantity of work performed by employees in all departments. Such appraisals shall be prepared and recorded for all probationary employees at three and five months of employment, for all employees serving a trial period at six months following the promotion / demotion date and at the end of the trial period (if longer than six months), and prior to annual merit salary step increases for career-service employees. Performance appraisals shall, together with other criteria, be considered in making promotions, reassignments, demotions, terminations, the order of layoff and reinstatements, benefits for meritorious service, and transfers.
2. Department heads shall be responsible to ensure that each appraisal is signed by the employee and completed on time. Each employee shall be entitled to a copy of their performance appraisal by their supervisor.
3. A career-service tenure employee receiving a performance appraisal rating

below proficient or satisfactory may, within five (5) working days of receiving the performance appraisal, request a review before his/her supervisor and the department head or his/her designee to discuss the appraisal. The review may be attended by the employee, a representative of the employee, the supervisor, the department head or his/her designee, and, upon request of the employee or supervisor, a representative of the Office of Human Resource Management. The employee and/or the representative will explain the reason(s) the performance appraisal should be adjusted. The decision of the department head or his/her designee will be final and is not reviewable by the Career Service Council. A performance appraisal at or above the proficient or satisfactory rating cannot be reviewed or grieved.

4. An employee's review date shall be established by the date such employee was hired into a Career Service position or promoted/demoted into a different career-service position with a higher or lower salary step range.