

# ALLEGAN COUNTY EMPLOYEE HANDBOOK

<b>Category:</b> Employment Policy
<b>Number:</b> 309
<b>Approved:</b> April 14, 2005, supersedes prior policy
<b>Subject:</b> PERFORMANCE EVALUATION

1. **PURPOSE:** Employees of Allegan County will be evaluated on job performance to determine the following:
  - 1.1 Identification and recognition of accomplishments, strengths and performance measures compared with expectations.
  - 1.2 Identification of opportunities for improvement in skills relative to essential functions and expectations for performance.
  - 1.3 To formally address employee concerns and plans for continuous improvement.
  - 1.4 To provide regular documentation of ongoing performance as part of an employee's personnel file.
  
2. **TIMING OF EVALUATIONS:** Using the standard Employee Performance Evaluation form available through the Human Resources Department, employees should be evaluated at the following intervals:
  - 2.1 **Introductory Employees.** Those newly hired employees or newly promoted employees on a six month introductory period should be evaluated at the midpoint and end of that period. If an employee does not meet expectations at the end of that period an employee may be given an additional ninety (90) days at the conclusion of which another performance evaluation will be completed.
  - 2.2 **Annual Performance Reviews.** On each employee's anniversary date, a department head will complete an evaluation of their performance for the prior year. Department heads are encouraged to conduct a mid-year review of performance, either formally or informally.
  - 2.3 **Performance Improvement Plan.** Any employee placed on a performance improvement plan as a result of a performance review below expectations will have a performance review at the midpoint and at the end of that improvement period.
  
3. **EVALUATION PROCESS:** Conducting a performance evaluation should be an inclusive process with the employee, supervisor (where applicable) and department head.

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- 3.1 Preparation.** Employees should complete a self evaluation and document the status of projects or goals. Similarly, the supervisor should review any supervisory notes, status reports or other reports in preparation for completing the performance evaluation. Preparation should take place in the two week period prior to first evaluation discussion. Employees may use the standard form available through the Human Resources Department or a written memorandum if preferred by the Department head.
  - 3.2 Preparation Discussion.** The employee and supervisor meet to discuss the employee self evaluation and any other reports or documents from the preparation step.
  - 3.3 Performance Evaluation.** Using the employee self evaluation and any other documents or discussion points from the Preparation Discussion, the supervisor completes and signs the Employee Performance Evaluation form.
  - 3.4 Evaluation Discussion.** The employee and supervisor meet a second time to discuss the Employee Performance Evaluation form and establish goals or improvement opportunities for the next review period. The employee will have the opportunity to make comment on that form and sign the performance evaluation form.
  - 3.5 Department Head Review.** In those departments where the Department head is not the evaluating supervisor, the Department head should review the performance evaluation, including employee comments, initialing same.
  - 3.6 Distribution.** The original evaluation form with all comments and signatures and initials if applicable must be submitted to the Human Resources Department within thirty (30) days following the anniversary date to be included as part of the personnel file. Employees may receive a copy of their evaluation after all signatures are obtained, and may request to have additional documents added to be included in their personnel file by contacting the Human Resources Department.
- 4. EXCEPTIONS:** Department heads seeking to have a variation in forms may do so by contacting the Human Resources Director and providing a copy of the form for review. Providing the form meets the standard criteria for equal employment and job relatedness, approval will be obtained from the County Administrator. Any other exceptions to the standards established in the policy will be evaluated on a case by case basis and must be approved by the County Administrator.