

SECTION 12 PERFORMANCE EVALUATIONS

12.1 A performance evaluation of each employee may be conducted at least annually to provide the supervisor and the employee an opportunity to discuss job performance, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Upon hire, each new employee should be provided a copy of the evaluation criteria. This section may not apply to at-will employees.

12.1.1 EVALUATION FORM When a performance evaluation is initiated, the supervisor shall complete the form provided by the Human Resources Division for that purpose. The *Performance Evaluation Form* is used to record performance criteria, dates of periodic reviews and results of the performance evaluations. A *Performance Evaluation Form* is part of the employee's Human Resources file.

12.1.2 The performance evaluation shall be conducted in person by the employee's immediate supervisor, at which time the completed evaluation form shall be presented to the employee. Before the evaluation becomes final, it shall be reviewed and approved by the Division Director, Department Direct/Elected Official and the Human Resources Division.

12.1.3 OBJECTING TO A PERFORMANCE EVALUATION If an employee wishes to contest the performance evaluation, the employee must complete a rebuttal statement and attach it to the evaluation form. An employee who does not agree with their performance evaluation may request a secondary review of the performance evaluation by the Department Director/Elected Official or further review by the Human Resources Director. Neither the Department Director/Elected Official nor the Human Resources Director is obligated to take any action when asked to undertake such a review. This is not subject to the grievance process in the applicable section of this handbook.