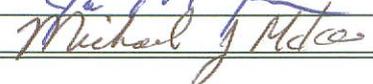


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PERFORMANCE AND EVALUATION

Revision Number: 0	Effective Date: October 1, 2007
Supersedes: 230	Issue Date: October 1, 2007
Revision Date: 0-September 14, 2007	Approvals: HR Director:  Commission: 

PURPOSE

The purpose of the performance and evaluation program is to provide the management staff and employees a tool to ensure a high quality of work, set organizational goals, determine training needs, make appraisals for promotions, transfer, or reassign employees for better use of skills and abilities, and to identify and develop non-performing employees.

SCOPE

This policy applies to all County employees.

CROSS REFERENCES

Progressive Discipline, Policy 600

POLICY AND PROCEDURE

1. Performance Plan
 - A. Not to be confused with a performance evaluation, a performance plan shall be used to help employees to understand work expectations as outlined in the job description, A performance plan may be developed by Department Heads, in consultation with the HR Director, stating expected standards, duties, behaviors, and objectives, as well as other objective, job-related criteria. Personal attributes that do not relate to the job shall not be considered. The performance plan may or may not be used in future disciplinary action against an employee.
 1. The expected standards, duties, behaviors, and objectives contained in the performance plan shall state performance criteria which are specific, measurable, attainable, reasonable, and have a time limit. The goals shall be consistent with the job description.
 2. The comments of the Department Head contained in the performance plan shall be specific to the job requirements and behaviors necessary for effective performance.
 3. The Department Head shall include the timeframe in which action is to be taken if performance improvement is necessary; The role the supervisor

(or Department Head) shall play in providing assistance to improve performance; the training or education required to improve performance, and what assistance the HR Director will provide in order for the employee to achieve the goals and objectives.

- B. The Department Head shall notify the employee of any changes on the performance plan before the changes are effective.
- C. The Department Head shall provide the employee with a copy of the completed plan.

2. The Performance Evaluation

- A. The HR Director shall develop a performance evaluation form and a rating system for its use in an evaluation.
- B. Performance evaluation is an on-going process requiring the supervisor and employee to meet at least annually and discuss achievements, review performance, and identify goals. The process shall culminate in the written performance evaluation, which shall occur within one month of the employee's anniversary date beginning on January 01, 2008.
 - 1. The human resource department shall provide notice to Department Head at least one month prior to the employees' anniversary date and evaluation period.
 - 2. Department Heads shall evaluate probationary employees' performance at the end of the probationary period.
- C. Department Heads shall provide the completed performance evaluation to the HR Director prior to issuing it to the employee in an evaluation meeting.
- D. During the evaluation meeting, the Department Head shall advise the employee of the following:
 - 1. Performance in relation to the expectations (may use performance plan documentation, if applicable);
 - 2. The performance rating; and
 - 3. Goals to improve performance.
- E. The employee may prepare comments to accompany the performance evaluation, and shall sign the evaluation form agreeing documenting receipt, acknowledgement, and understanding. If the employee refuses to sign the form, the manager and HR Director also sign the form attesting that the employee refused to sign.

- F. The information contained in the performance evaluation shall not be altered after the employee signs it.
3. Disciplinary Action - In accordance with the progressive discipline policy, the Department Head may take disciplinary action when an employee's performance does not meet the expected standards. A lower than average overall rating on a performance evaluation may be considered as a form of disciplinary action if expectations, goals, and objectives are clearly outlined on the form. The Department Head may note disciplinary actions imposed on the employee during the evaluation period.
 4. Training - The HR Director, in consultation with the County Commissioners and using other available resources, shall develop a program for the education of County supervisory personnel in the development and administration of performance plans and evaluations.
 5. Uintah County reserves the right to change or modify the performance process or forms by which employees are rated. This is to include weighting of factors, adding or deleting factors, and changing the appearance of the form.