



Unified Government Human Resources Guide

Effective 07-10-14

PERFORMANCE REVIEW

- I. General: The Unified Government will utilize a systematic method of assessing employee job performance.
- II. Policy
 - A. Human Resources responsibilities:
 1. Inform department representatives of guidelines for the performance review process.
 2. Design the performance review forms and offer training in reviewing performance.
 3. Conduct periodic audits of the performance review process to promote fair and consistent practices as well as the effectiveness of the system.
 - B. Departmental responsibilities:
 1. Ensure that all supervisors participating in the performance review process have received appropriate training offered through Human Resources.
 2. Ensure that all performance reviews and other corresponding forms are completed and submitted to Human Resources within the specified time frame.
 3. Make a good faith effort to evaluate all employees in a fair and consistent manner.
 4. Ensure that supervisors communicate performance expectations to employees at the beginning of the review period, as well as provide meaningful feedback, communication, and documentation throughout the review period.
 - C. The Performance Review Process:
 - Step 1. Department heads meet with the responsible Assistant County Administrator (or County Administrator where appropriate) to establish departmental goals and priorities for the review period.
 - Step 2. At the beginning of the review period, the immediate supervisor discusses standards of achievement and sets goals with each employee utilizing Section 1 of the Performance Review Form and obtains signatures in Section 1 under "Goal-Setting Acknowledgment".
 - Step 3. The supervisor meets periodically with the employee throughout the review period to discuss performance and progress towards completing the established goals. Goals may be revised as necessary. The supervisor documents work performance and may use the Performance Log as a tracking system.
 - Step 4. Near the end of the review period, the employee completes a self-evaluation form.



Unified Government Human Resources Guide

Effective 07-10-14

- Step 5. After reviewing the Employee Self-Evaluation at the end of the rating period, the supervisor completes the “Goal-Attainment Review” portion for each goal under Section 1 and rates the employee’s performance in Section 2 of the Performance Review Form.
 - Step 6. The supervisor submits the completed Performance Review Form, as well as the employee’s self-evaluation, to the division head and department head for review and input.
 - Step 7. The department head submits the Departmental Summary of Performance Reviews to the responsible Assistant County Administrator (or County Administrator where appropriate) and ensures that any employee who did not achieve multiple goals or a significant goal or who was frequently rated below 3 on Section 2 receives a performance improvement plan.
 - Step 8. The supervisor conducts the performance review discussion with the employee.
 - Step 9. The completed Performance Review Forms along with the Departmental Summary of Reviews are submitted to Human Resources within the specified time frame.
- E. Employee Responsibilities:
1. Employees are responsible for performing at the expected levels and must communicate any barriers to achieving expected performance levels and goals to their supervisors.
 2. The performance review cannot be grieved. Major disagreements with statements or ratings may be discussed with ascending levels of management.
- F. Probationary employees may go through the annual performance review process based on their hire or transfer dates (See 2.9— Probationary Period).

RELATED POLICIES: 2.9 Probationary Period
 3.1 Classification and Compensation

RELATED FORM(S): Performance Log
 Employee Self-Evaluation Form
 Performance Review Form
 Performance Improvement Plan
 Summary of Performance Reviews