

2.7: Performance Appraisal

This policy applies to all regular, grant funded and part-time 3 employees.

POLICIES AND PROCEDURES

Performance Appraisals

Employees' performance is reviewed after completing six months of employment and again after one year of employment. In subsequent years, employees will be reviewed in March during the common review process. The timing of an employee entering the common review process depends on the month of hire.

When merit increases are approved by the Board of County Commissioners, employees are eligible for a merit increase after they complete their probationary period. Merit increases awarded for a review completed during the common review process are effective in April of each year. Merit increases are based on performance and the amount available is determined annually by the Board of County Commissioners based on the overall county budget.

Employees who do not perform the necessary duties and responsibilities of their position at an acceptable level or better shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8. Completed performance appraisals and employees' self-appraisals are maintained in employees' personnel files.