



# Medina County Policy Manual



Policy: <b>Performance Evaluations</b>	Section: <b>Employment</b>	Number: <b>2.075</b>
Issued: <b>09/17/07</b>	Reviewed/Revised: <b>4/25/17</b>	Page #: <b>1 of 2</b>

## A. Primary Purposes:

1. Uniformly and objectively rate an employee's job performance;
2. Provide an opportunity for employees to recognize and correct specific performance problems and clarify expectations;
3. Provide a means of communication between the employee and his/her supervisor;
4. Provide data on which to base promotional selection decisions;
5. Provide a basis on which to make salary decisions;
6. Reveal conditions that contribute to poor morale or low productivity; and
7. Enable supervisors to detect gaps and limitations in their own supervisory performances.

## B. Types of Evaluation

Evaluations are designed to communicate to an employee acceptable and unacceptable levels of job performance. Sub-standard or unacceptable job performance which is not corrected or improved may subject an employee to disciplinary action.

### 1. Annual Evaluation

Each regular employee is evaluated annually. Human Resources will generally distribute evaluations each year to be completed by October 1. Evaluations cover the preceding 12 month period or, in the case of new employees, the completion of the remainder of the period following the probationary period.

### 2. Special Evaluation

Special evaluations may be performed at any time, at the discretion of an employee's supervisor.

### 3. Probationary Evaluation

- a. A probationary employee is normally evaluated twice during the probationary period. The first written evaluation is prepared and submitted near the end of the first half of the probationary period.

<b>Policy: Performance Evaluations</b>	<b>Section: Employment</b>	<b>Number: 2.075</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised: 4/25/17</b>	<b>Page #: 2 of 2</b>

- b. The second written probationary evaluation is prepared and submitted approximately fifteen (15) days before the end of the probationary period. Should the employee be terminated or returned to his/her former classification before the end of the probationary period, the final evaluation must be made well in advance of the time of termination or reassignment.
- C. Human Resources and/or supervisors have the primary responsibility for initiating, scheduling, and completing performance appraisals.
- D. Each employee will be evaluated against the established position description for his/her assignment.
- E. The supervisor will meet with the employee to review concerns, expectations, duties, and responsibilities, and to set measurable objectives for the next period. The employee will be given the opportunity to read the appraisal, ask questions, and comment in writing on the appraisal document. The employee must sign the document, indicating he/she has been given this opportunity.
 

Employees may decline to sign; however, another supervisor or management level staff member, serving as a witness, should add their signature to the document. This is in addition to the person who gave the performance review and attests that the appraisal was indeed given in the presence of the employee. The individual who gave the review is to write "Declined to sign" on the employee signature line.
- F. The completed performance appraisal, including any employee comments, will be forwarded to the Human Resources department where it will be placed in the employee's personnel file. Copies are to be made and retained for the supervisor and employee prior to forwarding to Human Resources.
- G. An employee who disagrees with his/her supervisor's appraisal may request a discussion with his/her supervisor's immediate superior. If the director is the immediate supervisor, the employee may request a discussion with the County Administrator or his designee.
- H. The employee has the option to make a written statement of comment concerning his/her evaluation on the form itself or separate attachment. Either way, this statement becomes a part of the employee's evaluation and placed in his/her personnel file.