

## **ARTICLE 7      PERFORMANCE EVALUATIONS**

### **7.1      Evaluation Period**

Performance evaluations are required for employees as follows:

1. Probationary employees shall be formally evaluated at the end of the third month of employment and thereafter in the discretion of the supervisor.
2. New permanent employees shall be evaluated during the months of February - April of their second year of employment and biennially thereafter.
3. Evaluations for permanent employees shall be conducted during the months of February, March and April. Permanent employees shall review and sign their evaluation forms by April 30 before they are submitted to the Human Resources Office.

### **7.2      Evaluation Criteria**

No performance evaluation shall be made based solely upon hearsay statements. Performance evaluations shall be based on the evaluator's personal observations and knowledge of the employee's job performance. Any negative performance evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendation made. Evaluators will discuss the performance evaluation with the employee being evaluated before it is placed in the employee's personnel record.

### **7.3      Employee Rights**

An employee who has an evaluation mark or comment on the evaluation that is below satisfactory, or that indicates an area of weakness has the right to respond to the evaluation and have it included with the performance evaluation form.

All employees shall be given a copy of their completed and signed performance evaluation by the Human Resources Office before it is placed in their personnel record.

The employee's performance evaluation shall be discussed with the employee. The employee shall be provided an opportunity to make comments on the ratings and recommendations given by the rating supervisor.

### **7.4      Documentation**

Performance appraisals for classified employees shall be documented using the Electronic Classified Employee Performance Appraisal process.