



Performance Appraisal Policy

Effective Date: November 2020

Owner	Board of Commissioners (BOC)
Reviewer(s)	Human Resources
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Related Standards	N/A
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IS Review Cycle	Every two years

1. PURPOSE

To provide regulations concerning performance appraisal procedures for county employees.

2. SCOPE

This policy affects all Board of Commissioners' Employees. If you have questions regarding this policy, contact Human Resources.

3. POLICY

It is the policy of the County that the job performance of each employee shall be evaluated periodically by the employee's immediate supervisor.

PROCEDURES

A. The performance appraisal consists of a written evaluation of the employee's job performance, the supervisor's documentation and recommendations. It also includes performance goals for the next evaluation period. The appraisal may also be used to identify the employee's training needs.

B. Using the job performance documentation which has been written during the year, the supervisor will rate the employee's performance using the appropriate rating scale based on the appraisal method being used.

C. Performance appraisals shall be completed and submitted based on a timeline distributed by Human Resources. All appraisals are completed near the end of each calendar year.

D. Supervisors are encouraged to keep informal written records of significant events and examples of job performance for the employees under their supervision.

E. Employees who disagree with their appraisal should submit in writing to their supervisor the reason for disagreement. If no change is made after supervisory consideration, the employee may take his/her concerns to the next management level. If the employee remains in disagreement, he/she may take his/her concerns to the department/agency head who is responsible for the final disposition of the appraisal.

F. Progress discussions will be conducted with employees by their supervisors at least once during the rating period.

G. The Human Resources Department is responsible for:

Performance Appraisal Policy Manual

AN Whitehead



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Table of Contents Performance Appraisal Policy Manual

1. Understanding the eBook Performance Appraisal Policy Manual
 - The Rise of Digital Reading Performance Appraisal Policy Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Performance Appraisal Policy Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Performance Appraisal Policy Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Performance Appraisal Policy Manual
 - Personalized Recommendations
 - Performance Appraisal Policy Manual User Reviews and Ratings
 - Performance Appraisal Policy Manual and Bestseller Lists
5. Accessing Performance Appraisal Policy Manual Free and Paid eBooks
 - Performance Appraisal Policy Manual Public Domain eBooks
 - Performance Appraisal Policy Manual eBook Subscription Services
 - Performance Appraisal Policy Manual Budget-Friendly Options
6. Navigating Performance Appraisal Policy Manual eBook Formats

- ePub, PDF, MOBI, and More
- Performance Appraisal Policy Manual Compatibility with Devices
- Performance Appraisal Policy Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Performance Appraisal Policy Manual
 - Highlighting and Note-Taking Performance Appraisal Policy Manual
 - Interactive Elements Performance Appraisal Policy Manual
- 8. Staying Engaged with Performance Appraisal Policy Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Performance Appraisal Policy Manual
- 9. Balancing eBooks and Physical Books Performance Appraisal Policy Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Performance Appraisal Policy Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Performance Appraisal Policy Manual
 - Setting Reading Goals Performance Appraisal Policy Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Performance Appraisal Policy Manual
 - Fact-Checking eBook Content of Performance Appraisal Policy Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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