

**Hertford County**  
**Performance Appraisal Policy**

**I. Purpose**

The purpose of this policy is to establish a standardized performance appraisal system for county employees which is characterized by clearly-defined performance goals and objectives and increased employee involvement in the overall departmental mission. It is the policy of Hertford County to:

- A. Tell employees what is expected of them during the first 30 days of the performance rating period;
- B. Provide feedback to employees regarding how well they are doing near the midpoint of the performance rating period; and
- C. Formally evaluate employees at the end of each performance rating period.

**II. Coverage**

All employees, including probationary, must be appraised with the exception of the following:

- A. Elected Officials and their Deputies
- B. Contractual employees
- C. Temporary and/or emergency employees

**III. Responsibility**

Each department head and/or supervisor is responsible for ensuring that utilization of the performance appraisal system complies with these provisions and appraisal objectives, and that deadlines and internal equity are met. Department heads/supervisors shall ensure that each employee is appraised on job-related performance criteria and shall have received training on the performance appraisal system.

**IV. Appraisal Date(s)**

All covered employees shall have an appraisal date of January 1.

- A. Probationary Employees: Performance updates must be completed on employees with probationary status during the third (3rd) and sixth (6<sup>th</sup>) month following the date of hire. If the employee's performance is satisfactory at the end of the probationary period of employment,

permanent status may be granted. If there are performance issues, the probationary period may be extended. If extended, performance updates must be conducted on a monthly basis.

**B. Promotions/Lateral Transfers:** An employee shall receive an appraisal prior to change in supervisors and/or department heads if their performance appraisal date is within ninety (90) days of the change.

**V. Performance Appraisal Form**

The Hertford County Performance Appraisal Form must be used when completing and conducting all performance appraisals. The form must be completed in its entirety. The form is to remain in the department files until **the** year-end process is complete. Once completed, the original form must be forwarded to Human Resources and will become a part of the employee's personnel file. A copy of the completed form must be given to the employee and a copy must be maintained in the department's files.

**VI. Performance Planning**

Within the first thirty (30) days of the performance appraisal period, the department head/supervisor shall establish and communicate to the employee the performance standards, priorities, expectations and establish specific goals, special project(s), and work activities for the appraisal period. Employee participation is mandatory in establishing the performance plan. Any significant changes in the performance plan that occur during an appraisal period shall be documented and discussed with the employee. Copies of employee performance standards for the appraisal period must be provided to second level review personnel.

**VII. Self Evaluation**

Employees will conduct a self evaluation (mid-year and year-end) of his/her performance based upon the performance standards established by department head/supervisor during the performance planning period. The Hertford County Performance Appraisal Form must be utilized and once completed will become a part of his/her overall appraisal for the performance appraisal period.

**VIII. Mid-Year Performance Review**

The department head/supervisor shall provide the employee with performance feedback. **The** department head/supervisor **shall** conduct at least one (1) mid-year performance review with the employee.

The mid-year performance review shall be adequately documented by a written summary of the appraisal, with the department head/supervisor and employee signing the front page of the performance review report.

**IX. Second Level Review**

All employee performance appraisals will be subject to second level review. Once the department head and/or supervisor has compiled information and written an appraisal for an employee, **prior to communication**, he/she must obtain a second level of validation for the feedback he/she plans to provide to employee. This second level review, designed to enhance objectivity, fairness and effectiveness of the ' feedback given, requires that the department head/supervisor present the written appraisal to the next level of management for review. •

The second level reviewer may require the department head and/or supervisor provide additional information to support the appraisal or to revise the appraisal before it is communicated. This second level review must always be scheduled and completed before the evaluation is communicated to the employee.

**X. Performance Appraisal Interview**

The department head/supervisor shall discuss the final ratings with the employee. The appraisal shall be documented on a Performance Appraisal Report. The employee shall be given the opportunity to attach written comments regarding the appraisal.

**XI. Corrective Action Plan**

If the employee's overall performance is rated as "below expectations," the department head/supervisor shall discuss with the employee the areas needing improvement and immediately provide the employee with a written corrective action plan. The department head/supervisor must monitor and review the employee's progress every sixty (60 days) until the employee's overall performance rating "meets expectations," or other action is taken. A copy of the corrective action plan shall be attached to the performance appraisal report and made a part of the employee's personnel file.

**XII. Right of Appeal**

Whenever a permanent employee receives an overall performance appraisal rating of "Below Expectations," such employee shall have twenty (20) days

from receipt of a copy of the rating to submit a "request to appeal" to the employee's department head/supervisor. The "request" must contain a brief, concise and specific statement of the employee's contentions as to why the rating is inaccurate. The request shall be limited to the areas of "below expectations" identified in the performance appraisal report.

Response to Request for Reappraisal — Within ten (10) days of receipt of the employee's "request to appeal," the department head/supervisor shall review the employee's request for appeal statement and if employee's overall performance rating remains as "below expectations," the matter will be forwarded to the County Manager for further review. The County Manager shall respond to the request for further review within ten (10) days of receipt of request. Before making findings, the County Manager shall review the appraisal and all documentation submitted by the department head/supervisor and employee. The County Manager shall then make findings as to whether the. 1) department/supervisor violated procedural., requirements established under the performance appraisal system; and/or 2) the overall "below expectations" rating lacks supporting documentation; and/or 3) the department head/supervisor disregarded factors or circumstances which substantially support the employee's position and thereby deprived the employee of a performance rating based on a rational basis. The final decision related to the performance appraisal appeal process will be made by the County Manager or Appointing Authority.

**Adopted this the 8th day of September, 2009**