

## **SECTION 206: EMPLOYEE PERFORMANCE EVALUATIONS**

**206.1 POLICY:** It is the policy of Black Hawk County to formally evaluate and appraise the work performance of its employees and to provide feedback to them. Performance evaluations shall be considered in decisions affecting salary advancement, promotions, dismissals, order of layoff, order of recall, placement, and training needs.

**206.2 SCOPE:** This policy applies to all Black Hawk County employees except for department heads and elected officials and their appointed deputies. Whenever the provisions of this policy are in conflict with federal or state law or regulations, or with a collective bargaining agreement between the County and a certified bargaining unit, the provisions of the collective-bargaining agreement and/or the laws or regulations shall prevail.

**206.3 PERIODS OF EVALUATION:** Each employee in the County's service shall have a performance evaluation in the following periods:

A. **END OF PROBATIONARY PERIOD:** Each employee shall be evaluated prior to the completion of his/her probationary period. The employee must have an overall rating of "satisfactory" or better to continue employment with Black Hawk County. Employees who are not evaluated on or before the last day of their probationary period shall automatically end probationary status and continue employment with Black Hawk County.

B. **ANNUAL:** Each employee shall receive a performance evaluation prior to the date of eligibility for an in-grade step increment or merit increase. Employees with substandard performance at the time of their annual review will not be eligible for an in-grade step increment or merit increase.

C. **INTERIM:** An interim performance evaluation shall be completed whenever:

1. There is a significant change either upward or downward in the employee's performance, or an employee's performance has deteriorated to an overall unsatisfactory level.
2. A supervisor permanently leaves a position. The supervisor shall complete a performance report on each employee under his/her supervision who has not been evaluated within six (6) months prior to the effective date of the supervisor's resignation.

### **206.4 PERFORMANCE EVALUATIONS:**

A. **RATING OFFICER:** The rating officer shall normally be the employee's immediate supervisor. The rating officer shall be responsible for completing a performance evaluation report at the time prescribed for each employee under

his/her supervision.

**B. APPROVING OFFICER:** The approving officer shall normally be the rating officer's Department Head. The approving officer shall review the performance evaluation report completed by each rating officer under his/her supervision before the report is discussed with the employee.

**206.5 REVIEW OF PERFORMANCE EVALUATION PERIOD:** The rating officer shall discuss the performance evaluation report with the employee before it is made part of the employee's permanent record. Each employee must sign his/her evaluation report indicating that he/she has received a copy of the evaluation and has discussed it with the rating officer. Signing the evaluation does not necessarily express agreement with the evaluation. If desired, the employee may provide a written response to his/her evaluation for attachment to the evaluation form filed in his/her personnel file. Employee performance evaluations shall become a part of the employee's permanent record and be retained in the Human Resources Department, or by the Civil Service Commission when the employees are in Civil Service positions.

**206.6 UNSATISFACTORY EVALUATIONS:** Employees who receive an overall rating of unsatisfactory on their regular evaluation report shall not be eligible for an in-grade step increment. Within ninety (90) days following any unsatisfactory overall rating, there shall be an interim evaluation. No in-grade step increment will result from an interim evaluation; however, employees receiving two (2) consecutive overall ratings of unsatisfactory shall be subject to discharge.

**206.7 APPEAL PROCEDURE:** Employees' performance evaluation reports shall not be subject to the grievance procedure unless otherwise provided for in an applicable collective bargaining agreement. Employees have the right to discuss their performance rating with the rating officer, the approving officer, and the Human Resources Department in an attempt to resolve any dispute.

#### **206.8 RESPONSIBILITIES:**

**A. HUMAN RESOURCES DEPARTMENT:** The Human Resources Department shall be responsible for the overall administration of the employee performance evaluation program. The Human Resources Department shall advise and assist employees, rating officers, and approving officers to assure that performance evaluations are handled in accordance with the provisions stated herein.

**A. SUPERVISORS:** Supervisors may periodically meet with employees under their supervision to informally discuss performance expectations or changes in expectations, as the supervisor deems necessary. These informal meetings serve to prevent potential problems and facilitate communication between employees and supervisory staff.