

PERFORMANCE EVALUATIONS #260

1.0 Purpose & Scope: To establish a performance evaluation system that provides merit and non-merit employees with an equitable evaluation of their knowledge, skills, abilities, and behaviors relevant to their positions. This policy does not apply to seasonal employees, temporary employees, or elected officials.

1.1 Policy: Supervisors will evaluate employee performance and conduct performance evaluations on an annual basis to provide meaningful feedback and guidance to employees and to determine pay increases. Supervisors will use the approved Human Resources performance evaluation program to complete the performance evaluation process. Additionally, performance evaluations may be used to provide a basis for decisions on promotional processes, salary advancements, corrective & disciplinary actions, appeals, grievances, and reduction-in-force decisions.

1.2 Definitions

Eligibility Date: The date a merit or non-merit employee is eligible to receive a performance evaluation. The eligibility date is the first day after completion of the probationary period or initial employment period and annually thereafter.

Performance Evaluation: An assessment of an employee's performance in relation to approved competencies and weights that have been assigned by the department and approved by Human Resources. The assessment is based on the performance of the duties as described in the employee's job description.

Merit Increase: A merit-based increase is either an increase in the hourly pay rate, a lump sum payment given as a result of a performance evaluation rating, or a combination of an increase in the hourly pay rate to range maximum, with the balance issued as a lump sum payment. Seasonal or temporary and elected officials are not eligible to receive performance pay. Available performance pay increases:

Probationary/Initial Employment Period Increase: Salary increase for successful completion of the probationary period (merit employees) or the initial employment period (non-merit employees).

Merit Increase: Salary increase based on the performance evaluation rating, beginning on the anniversary of an employee's eligibility date (merit & non-merit employees) and annually thereafter.

Merit Increase Lump Sum: Payment made in lieu of an increase to the pay rate for employees who have reached the range maximum. The equivalent of the percent increase on the current pay rate multiplied by 2080 hours (for full-time employees, prorated for part-time employees) in one payment.

Range Maximum: The highest level of pay in a job classification grade.

Supervisor: An employee's direct supervisor, second-level supervisor, or other individual designated by the Administrative Officer who completes the performance evaluation processes outlined in this policy and procedure. The current and previous supervisor(s) of an employee who has transferred or changed supervisors within the evaluation year may work together on the employee's evaluation.

1.3 Procedures

1. Eligibility Date Procedures

- a. Merit (non-sworn) eligibility date: Six (6) months from date of hire and annually thereafter unless the probationary period has been extended.
- b. Sworn law enforcement and correctional employees: Twelve (12) months from the date of hire, unless the probationary period has been extended.
- c. Non-merit eligibility date: Six (6) months from the date of hire and annually thereafter, unless the initial employment period has been extended
- d. Probationary period/initial employment period extension: When the probationary period is extended under Human Resources Policy & Procedure Employment Categories, the eligibility date is the date the employee successfully completed the extended probationary period. The initial employment period for non-merit employees may be extended at the supervisor's discretion.
- e. Non-merit to merit: The eligibility date of a non-merit employee who moves into a merit position will be adjusted upon successful completion of the probationary period.
- f. The following conditions do not impact the eligibility date:
 - i. Internal or external promotion or transfer to a different job classification.
 - ii. Pay adjustment resulting from salary surveys.
 - iii. Reclassification.
 - iv. Scheduled career ladder increase.
 - v. A period of paid leave.
 - vi. Leave without pay for fewer than thirty (30) days.
 - vii. Family Medical Leave (FML) or other legally protected paid or unpaid leave.
 - viii. Military leave without pay due to draft, reserve, or call up due to a national emergency.

2. Merit Increase Procedures

- a. Merit Increase: Employees are eligible to receive a merit increase based on the total score of their performance evaluation ratings and the merit increase amounts established in section 1.3.3 of this procedure.
- b. Pay rate increase and lump sum payments: Employees are eligible to receive hourly pay rate increases until their hourly pay rate equals the range maximum.
 - i. Employees at the range maximum will receive a lump sum payment in lieu of an hourly pay rate increase. Appropriate taxes will be withheld, and county contributions to retirement and 401(k) accounts will be adjusted.
 - ii. Employees near the range maximum may receive a combination of an increase in their hourly pay rate to bring them to the range maximum, with the balance issued as a lump sum payment.

- c. Probationary period/initial employment period increase: Employees who successfully complete their probationary period (merit employees) or initial employment period (non-merit employees) will be eligible to receive a 2% hourly wage rate increase.
- d. Effective date: The merit pay increase is effective on the first day of the pay period in which the eligibility date occurs. A personnel action must be submitted to process the increase in hourly pay or lump sum payment. Appropriate taxes will be withheld, and county contributions to retirement and 401(k) accounts will be made.
- e. Unsatisfactory rating: Employees who receive a performance evaluation total score below 200 will not be eligible for a merit increase. When this occurs, supervisors should contact Human Resources to discuss possible corrective or disciplinary action options.

3. Merit Increase Amounts:

a. Probationary/Initial Employment Period Increase

Performance Rating	Increase
200 or higher	2.0%
< 200	No increase

b. Performance Evaluation Increase Amount

Performance Rating	Increase
375 - 400	2.50%
350 - 374	2.00%
325 - 349	1.50%
300 - 324	1.00%
200 - 299	0.50%
< 200	No increase

4. Interim Evaluations:

- a. Supervisors may conduct interim evaluations at any time during the evaluation period. Interim evaluations are for evaluation purposes only, do not impact performance pay, and are not submitted through the approved Human Resources performance evaluation program.
- b. Interim evaluations are encouraged in the following situations:
 - i. Employee transfer/Supervisor change—shared with new supervisor
 - ii. As a part of a performance improvement plan
 - iii. Changes in goals/job duties
 - iv. During the probationary period or initial employment period