

SECTION: ADMINISTRATION

SUBJECT: PERSONNEL EVALUATIONS

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## Personnel Evaluations

### Personnel Evaluations/Performance Appraisal Policy

The County of Warner recognizes the need for establishing a regular opportunity for communication about an employee's progress and performance and the employer's expectations of the employee.

An annual performance appraisal serves as an opportunity for recognition of merit, determines the level of performance of an employee and establishes an order to ensure that both the employee and their supervisor(s) have established directions to move and goals to achieve which are recognizable and understandable.

#### Guidelines

1. All employees shall have their performance evaluated prior to the end of the probationary period and at least annually. More frequent evaluations may be conducted if deemed necessary by supervisory personnel.
2. Performance evaluation of employees will be conducted by the department manager and their immediate supervisor. In the case of management personnel, the CAO and another member of management will conduct the evaluations. As per the MGA the CAO will be evaluated by Council. If Council desires, they can ask for input from members of the management team to assist in their evaluation.
3. Performance evaluations are a participatory process which requires, in addition to the supervisor's assessment, the employee's own appraisal of their performance to date. This will provide direction by identifying employee goals and objectives.
4. When improvement in performance is needed, the evaluation will indicate ways in which the employee may improve and what form of help is available. Subsequent evaluations must indicate the progress or lack of progress in areas noted as weak and may establish the basis for termination of employment.
5. The employee will have the opportunity to review the completed performance evaluation and discuss it with the supervisor.
6. Performance evaluations will be signed by the employee and those conducting the performance.
7. Signed performance evaluations become a permanent part of the employee's personnel records.