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Performance Management

901 Performance Management.....(Revised 7-06-10).....

STOREY COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES	NUMBER	901
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SUBJECT: **PERFORMANCE MANAGEMENT**

POLICY: Storey County's performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the job effectiveness of each employee by communicating to the employee his/her status and the objectives and standards of performance which s/he is expected to achieve. **Storey County** views performance management as an ongoing process that focuses on the future and continued improvement.

A. Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and the Elected Official, Dept. Head or Supervisor regarding job performance. This process is designed to:

2. Clarify the **employer's** goals and link them to performance expectations.
3. Assist employees in reaching their full potential by identifying training needs and developing specific plans for continual improvement.
4. Identify and document performance achievements and deficiencies.
5. Provide ongoing opportunities for the Elected Official, Dept. Head or Supervisor to coach and encourage personal development and improved job performance.

B. Ongoing Communication Regarding Performance

It is the policy of Storey County and the responsibility of each Elected Official, Dept. Head or Supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, deficiencies, and opportunities for growth. Recognizing that periodic formal performance evaluations cannot take the place of ongoing communication and feedback, Storey County encourages frequent, ongoing discussions of job performance and expectations between employees and Elected Official, Dept. Head or Supervisor. Performance evaluations, whether formal or informal, do not create a contract or other right to continued employment. (*reference: Let's TALK Preparation Form*)

C. Frequency of Performance Evaluations

Formal performance evaluations are to be conducted a minimum of once a year. Additionally, Elected Official, Dept. Head or Supervisor may conduct formal evaluations at the following times:

6. For new employees, no later than five (5) months after initial hire and at the completion of the employees orientation period or probation period.
7. Six (6) months following transfer to a new position within the same class.

8. When there is a significant change (either improvement or deterioration) in performance or behavior affecting the job.
9. Within three (3) months following an evaluation documenting that the employee's performance needs substantial improvement. (Storey County encourages frequent, ongoing meetings between the employee and Elected Official, Dept. Head or Supervisor.)
10. At any other more frequent interval as the Elected Official, Dept. Head or Supervisor deems appropriate. In addition, informal performance communications (feedback) should occur routinely and regularly throughout an evaluation cycle.

D. Written Record

Performance evaluations should not be considered as discipline. Elected Official, Dept. Head or Supervisor will conduct evaluations in a private meeting with the employee. Formal evaluations will be in writing, utilizing the approved performance evaluation form. All information on the form shall be consistent with the information communicated verbally during the performance evaluation meeting with the employee. Employees will be allowed an opportunity to comment on the evaluation, sign the forms, and receive a copy. A copy of the evaluation, along with any written comments by the employee, will be placed in the employee's personnel file.

E. Personnel Actions Resulting from Performance Evaluations

Personnel actions, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Substandard performance or violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process and will be addressed as provided in *Policy No. 1001 Disciplinary Actions and Appeals*.

F. Employee Involvement

Storey County strongly encourages employee participation in the performance evaluation process. Opportunities for participation include the following:

11. Elected Official, Dept. Head or Supervisor providing employees with an opportunity to present a self-evaluation which the Elected Official, Dept. Head or Supervisor may then consider prior to and discuss during the evaluation meeting.
12. Discussions between the Elected Official, Dept. Head or Supervisor and the employee for the purpose of establishing performance expectations or goals for the next evaluation period.
13. If requested by the employee, a discussion with the next level supervisor or Personnel Director and/or Administrative Officer to review any disagreements over a performance evaluation.

G. Procedure

1. Steps in the Performance Evaluation Process

As part of the performance evaluation process, the Elected Official, Dept. Head or Supervisor will:

d. Establish and communicate a written performance plan at the beginning of the evaluation period which states expectations the employee must meet.

e. Review notes taken on the employee's performance since the last formal evaluation and the employee's self-evaluation, if provided.

f. Complete a performance evaluation form comparing the employee's actual performance with the established performance expectations and standards.

g. Schedule a meeting with the employee.

h. During the evaluation meeting:

1. Use specific examples to provide a candid, objective, constructive, and complete description of how the employee performed during the evaluation period. Discuss both the "what's" and "how's" of the employee's performance, strategies for improvement, and the employee's own goals for personal growth.

2. Jointly establish new performance expectations and goals for the next performance evaluation period.

3. Obtain appropriate signatures and employee comments.

4. Review any areas of disagreement. If the employee does not agree with all or part of the performance evaluation, s/he should be referred to the next level manager, Personnel Director and/or Administrative Officer or to the process in their collective bargaining agreement.

f. Continue to monitor performance, providing feedback, as well as coaching and counseling, throughout the evaluation cycle. (reference: *Let's TALK Preparation Form*)

2. Documentation of Performance Evaluations

The Elected Official, Dept. Head or Supervisor must use the **employer's** approved performance evaluation form (*reference: Performance Management Evaluation Form*) and ensure that the completed and signed form becomes a permanent record in the employee's personnel file.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.