I. PURPOSE:

The purpose of this policy is to establish a process to promote open and clear two-way communications that result in the continuous development of employees, to set goals and objectives, determine training needs and to appraise past performance based upon a standard performance review process.

II. APPLICABILITY:

This policy applies to all Gila County employees except Elected Officials and temporary employees.

III. POLICY:

The greatest assets of Gila County Government are its employees. The Performance Appraisal Program applies to all regular status employees who have completed the required probationary period. All eligible regular status employees who have successfully completed the required probationary period shall be evaluated under the terms of the Performance Appraisal Program. Performance management is the systematic process of planning work and setting expectations, continually monitoring performance, developing the capacity to perform, periodically rating performance in a summary fashion, and rewarding excellent performance.

SIGNATURE:

CHAIRMAN, BOARD OF SUPERVISORS

1/5/16
DATE

IV. PROCEDURES:

A. Administration of System

The Human Resources Department shall be charged with the administration of the appraisal process including preparation, distribution and collection of forms and establishing reporting procedures.

B. Appraisal Period

At least one official performance appraisal shall be completed for each regular status County employee at the end of the probationary period and each year thereafter by December 31. Blank performance appraisal forms will be distributed or made available electronically by the Human Resources Department to all elected officials and appointed department heads during November of each year.

C. Appraisal Forms

Two forms will be used in the performance appraisal process.

1. The "Core Employee" performance appraisal form shall be used for all regular status County employees regardless of job function or classification except for elected officials, managers, supervisors and directors. This form is used to appraise performance based upon a set of standard skills and traits applicable to all core employees.

2. The "Supervisor/Administrative" performance appraisal form shall be used for all supervisors, managers and directors except elected officials. This form is used to appraise leadership, supervisory and administrative performance against a set of standard supervisory skills, traits and individually established and mutually agreed upon goals and objectives.

D. Appraisal Process

1. Within 30 days of employment each employee shall be provided a copy of the appropriate appraisal form (Core or Supervisory/Administrative) and the employee's immediate supervisor shall review the yet to be completed form and discuss a list of performance expectations with the employee which, combined with the yet to be completed form, constitute the employee's performance plan.

2. Annually in November, draft performance appraisals shall be prepared for each employee by the employee's immediate supervisor without discussion or input from the employee. The supervisor shall provide a list of the "overall average

scores" of the draft appraisals of his/her direct reports to his/her immediate supervisor who shall provide them to the elected official or appointed department head. The draft appraisal scores shall not be discussed with employees during this review period.

3. Each elected official and appointed department head shall review the draft appraisal scores for internal equity within their office or department. It is the responsibility of the elected official or appointed department head to verify that all divisions within his/her office or department are comparably appraised and not to alter any of the individual appraisal scores given by the immediate supervisor. (For example: An elected official or appointed department head may determine that a given division within his/her office or department has appraisal scores that are noticeably higher or lower than the rest of the office or department. The elected official or appointed department head would notify the division head of the anomaly and ask that it be further reviewed before resubmitting the drafts.)

4. Each elected official and appointed department head shall provide a copy of the draft appraisal scores to the Human Resources Department to review for county-wide equity. The same process and rules as outlined in number 3 above shall apply to the county-wide review by the Human Resources Department.

5. The Human Resources Department shall notify elected officials and appointed department heads when the equity check is complete and instruct them to proceed with performing the final appraisals with their employees.

    a. The performance appraisal is an interactive event where the employee and the immediate supervisor review and discuss the employee's previously agreed upon performance plan.

    b. During the appraisal meeting, the employee and the immediate supervisor shall also establish the performance plan for the next performance period.

    c. The employee will verify that the appraisal has been completed by signing and dating the form. Signing the appraisal form does not necessarily signify the employee's agreement with the appraisal only that it was reviewed and discussed with him/her. The employee may request that the appraisal be reviewed at the next higher supervisory level by so indicating on the form.

6. Each elected official and appointed department head shall provide the original of each employee's completed and signed final appraisal form to the Human Resources Department.

7. Annually in October the Human Resources Department shall prepare and distribute to elected officials and appointed department heads (may be electronic) a schedule of Performance Appraisal events with specific dates and deadlines for the current appraisal period.