

1.4 PERFORMANCE EVALUATION

1.41 Policy:

The following performance evaluation process is established as best practice in Navajo County. The evaluation is a management resource to be used with regard to job performance expectations and goals throughout the employee's career and begins immediately once the employee reports for duty upon accepting employment with Navajo County. This process is to be used both as a means of providing performance feedback as well as a mechanism for setting standards for future performance. The performance evaluation may be considered in determining salary changes, transfers or promotions and also be considered in decisions related to lay-off or discharge.

1.42 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

1.43 Types of Evaluations:

- A. Initial Hire Goal Setting: Best practice recommends that the goal setting section of the performance evaluation form should be utilized for new hires or employees that transfer into the department. This meeting should be conducted within the first two weeks of beginning employment by the new hire's immediate supervisor. Initial goal setting and expectations should be discussed to help the employee understand the requirements to successfully complete the probationary period.
- B. End-of-Probation Evaluation: Best Practice recommends that evaluations should also be conducted prior to converting an employee from probationary to regular status. A review of the goals set during their Initial Hire Goal Setting should be conducted to determine if they have been met. For additional information on employee end-of-probation, please refer to Personnel Policy Section 1.35D.
- C. Annual Evaluation: Best practice recommends that at each employee should be, at a minimum, evaluated annually. More frequent evaluations are encouraged. The annual evaluation is to take place on the employee's anniversary date.
- D. Other Evaluation: Best practice recommends that evaluations may be administered at any time as a non-disciplinary mechanism to address performance issues occurring throughout the year. Conducting such an evaluation does not pre-empt or limit in any way the ability of the County to take appropriate disciplinary action at any time for any given performance issue. An evaluation may also be conducted to document exemplary performance or to document a change in supervision and the establishment of revised goals.

1.44 Documentation Requirements:

The annual evaluation shall be documented on the Navajo County evaluation form available from Human Resources or on the internal website. This is the only performance feedback form and format that will be accepted by Human Resources as satisfying the requirement of this policy unless otherwise noted. Departments who wish to develop and use their own performance feedback forms must obtain prior approval from Human Resources in order to deviate from this form and format.

Once the evaluation form has been completed, the department director, elected official, or a designee should sign the form. The evaluation should be discussed in a meeting between the employee and management personnel. If an employee elects to make comments regarding the evaluation, adequate time should be allotted to the employee to do so.

Completed performance evaluations shall be sent to the Human Resources Department to be filed in the employee's official personnel file.