



***HERNANDO COUNTY***  
***Board of County Commissioners***

<b>Policy Title:</b>  <b>Performance Evaluations/ Annual Appraisal</b>	Effective Date:	October 1, 2000
	Revision Date(s):	October 1, 2000 May 28, 2013
	Latest Review:	February 1, 2007 May 6, 2013

**Policy Statement:**

It is the policy of Hernando County that all employees have a clear understanding of the responsibilities of their current position and that an evaluation of those responsibilities is done in a timely, fair and equitable manner. Employees should be recognized for good performance and receive appropriate suggestions for improvement when necessary.

## **Procedure**

### **A. Employee Position Description:**

1. All employees must have a current, complete and signed job description in accordance with the current format and practice as defined by the Department Manager, Supervisor or Director and the Human Resources Department.
2. A new job description will be signed upon transfer, promotion, demotion, job title change, or changes in the responsibilities of the position.

### **B. Performance Appraisal Process:**

A performance evaluation will be completed on each new employee upon completion of a six (6) month Probationary/Adjustment Period. If during that time the employee's performance is determined to be below standards, the employee may be terminated, or the manager may opt to extend the Probationary/Adjustment Period for up to an additional ninety (90) days. If a Probationary/Adjustment Period is extended, specific goals and objectives will be listed in the performance evaluation that the employee needs to meet during the extended Probationary/Adjustment Period. The employee will be re-evaluated at the end of the extended Probationary/Adjustment Period.

1. Employees who are promoted, demoted or transferred into another position will serve a four (4) month qualification period and their performance will be evaluated at the end of the qualification period.
2. In January and February of each calendar year, the immediate supervisor will evaluate employees for their performance during the preceding year utilizing the appropriate forms. Employees may complete an optional self-evaluation form. If a self-evaluation is completed, the employee must turn the self-evaluation into their supervisor no later than January 30<sup>th</sup> of each year or as otherwise decided by the supervisor. It is imperative that supervisors keep notes during the year that can be utilized to evaluate employee's job performance.

In March, evaluations will be completed on supervisors, managers, etc. If supervisors have not completed all of their respective employee evaluations in a timely manner, this will be reflected in the evaluation of their job performance.

4. Although performance evaluations are done annually, communication and feedback should be ongoing throughout the year between the supervisor and employee.

The supervisor and the employee should jointly establish objectives, goals and professional development that will improve, sustain or increase the employee's effectiveness.

Both the supervisor and the employee will need to sign and date the form. The evaluation is then transmitted for additional signatures as stated on the form.

All evaluations must be turned into Human Resources no later than March 31<sup>st</sup> of each year.

Completed evaluations shall be maintained in employee personnel files by the Human Resources Department.

C. Training:

The Human Resources Department shall be responsible for any performance evaluation training of supervisors, if necessary.

D. Process Evaluation:

Periodic review of the effectiveness of the performance evaluation system shall be conducted by County Administration and the Human Resources Department to determine whether it meets the needs of the organization, management, and employees, and whether it complies with pertinent laws and regulations. Action will be taken as necessary to refine, alter, or otherwise improve the process without further Board action, if guidelines herein are followed.