

TITLE: Employee Performance Evaluation

- A. All regular part-time and full-time employees of Ford County will receive a performance evaluation annually. Each employee will be evaluated by his/her immediate supervisor and will be referred to as evaluator in this policy.
- B. A standardized form shall be used by all Departments of Ford County.
- C. Purpose of Performance Evaluations
 - 1. To provide a permanent record of the individual's performance during the evaluation period.
 - 2. To serve as the basis for any decision to award or deny a wage increase.
 - 3. To provide an assessment of training needs, establish goals, professional development, or succession planning.
- D. Human Resources will send the Performance Evaluation form to the evaluator one month prior to the individual's anniversary date. During this time:
 - 1. The evaluator will explain the evaluation process to the employee, provide a copy of the employee's job description and the Performance Evaluation form to the employee and schedule the review of the performance evaluation with the employee.
 - 2. The evaluator and the employee will meet to discuss overall accountability, and the employee's job description. Both parties shall be prepared to discuss ratings, justifications, recommendations for improvements, and goals for the upcoming year.
 - 3. Upon completion of the performance evaluation process, it shall be returned to Human Resources by the due date indicated on the performance evaluation form. Late submissions will take effect on the date received and will not be retroactive.
- E. No annual wage increase will be processed until the Performance Evaluation has been completed and returned to Human Resources.
- F. If an employee was promoted or transferred in the previous twelve (12) months, their annual performance evaluation should reflect performance of the previous and new position to reflect the full year.

- G. An evaluator must review the Performance Evaluation with their Department Head, Elected Official, or County Administrator before reviewing it with the employee. Following the review with the employee, the Department Head, Elected Official, or County Administrator shall sign the evaluation and provide it to Human Resources.
- H. All completed Performance Evaluations will be filed in the employee's personnel file with Human Resources. The employee and the evaluator will receive a copy.
- I. Complaints will be processed according to the Employee Complaint and Grievance Policy Notice of Nondiscrimination, Series Number 713.

Date of Adoption: December 1, 2025