

**GENERAL EMPLOYMENT MATTERS****1.5.4****D. EMPLOYEE PERFORMANCE EVALUATION**

A report of performance of each employee shall be made by respective Department Heads or their designees after completion of a probationary period and annually thereafter. Unless changed in accordance with these Rules and Regulation, these evaluation dates shall constitute the employee's salary evaluation date for purposes of eligibility for a merit salary increase; provided, however, the employee shall continue to receive performance evaluations on said date even after the employee has reached the top of the applicable salary range. In addition, a performance evaluation may be prepared at any other time at the discretion of the employee's supervisor.

Each performance evaluation shall be discussed with the employee. The performance evaluation will address areas of successful performance and areas that need improvement. Within the evaluation any area that falls below a "Meets Standard" will result in a Performance Improvement Plan for a minimum period of 60 days at the discretion of the HR/Risk Management Director. The employee will have the opportunity to comment regarding work performance, either in written statement attached to the report or orally. Comments must be submitted within 15 days of receipt of the evaluation. The employee shall sign the performance report to acknowledge that the employee is aware of its contents and has discussed the report with the evaluator. The employee's signature does not necessarily indicate agreement with the contents of the report. In the event that an employee refuses to sign the evaluation following his/her review of the evaluation, such refusal will be so noted by the evaluator on the evaluation form.

The employee will receive a copy of the performance evaluation, and the original along with any written comments submitted by the employee, will be in the employee's personnel file.