

The purpose of a performance evaluation for Cottonwood County employees is:

1. To notify employee of performance status.
2. To discuss ways and means of improving performance where needed.
3. To provide a good opportunity for open communication between supervisor and employee.
4. To assist in decisions with respect to promotions and transfers within departments and throughout Cottonwood County.
5. As a tool in approving salary and rate increases.

Schedule of Evaluations

This policy provides for an evaluation six months after hire to review the probationary period and establish regular employee status. Thereafter, supervisory personnel will conduct an evaluation annually with the results of the evaluations due on November 1 of each year.

Content and Procedure

The evaluation will include a review of the employee's major responsibilities, an appraisal of the employee's job performance, identification of any problem areas and an action plan for correction or improvement.

A personal interview between the immediate supervisor and the employee shall be conducted by the supervisor. It is recommended that both the supervisor and the employee fill out an evaluation form and meet to discuss the results. Likewise, a personal interview between Department Heads and the Commissioner assigned to that department will be conducted. It is recommended that both the Board of Commissioners and the Department Head fill out the evaluation form, which will be discussed at the interview.

Employees do not have the right to challenge their performance evaluation through the grievance procedure, but may attach a response to it if they disagree.

Filing of Performance Evaluation Forms

The completed evaluation forms, signed and dated by both employee and supervisor should be filed in the employee's personnel file in the employer designated office to be kept permanently, with a summary of each department to be submitted to the County Board by the supervisor. It is not available for examination except by the employee, supervisor or the County Board.