



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

**Title: EMPLOYEE PERFORMANCE EVALUATIONS**

Number: ES-03.02.02

Approved: September 3, 2009

Originator: Employee Services

Review: September 3, 2014

Cancels: ES-3.02.02 approved  
on November 7, 2008

**I. PURPOSE AND SCOPE**

To provide a formal and consistent method to document job performance standards, facilitate communication between supervisors and employees, promote and maintain job efficiency, determine training needs, and serve as a partial basis for salary increases, promotions, demotions, etc. for Board of County Commissioners employees as outlined in the Pay and Classification Plan procedure, LC-79. This procedure outlines minimum standards for employee performance evaluation and does not preclude County staff from exceeding the requirements outlined herein. The Office of Employee Services & Quality Improvement (Employee Services) is charged with administering this procedure.

**II. DEFINITIONS**

None

**III. PROCEDURES**

**A. New Hires**

1. New hires shall be evaluated by their immediate supervisor at the end of their initial probationary period.
2. Failure to present an evaluation to a probationary employee by the end of the probationary period will result in the employee automatically passing their probation unless express arrangements have been made and documented ahead of time, e.g. extension of probation, etc.

**B. Internal Position Changes/Assessment Period**

1. Employees who are serving an assessment period due to an internal movement, e.g. promotion, demotion, transfer, etc. shall be evaluated by their immediate supervisor at the end of their assessment period.
2. Failure to present an evaluation to an employee serving an assessment

period will result in the employee automatically passing their assessment period unless express arrangements have been made and documented ahead of time, e.g. extension of assessment period, etc.

C. Annual Evaluations

All employees shall be evaluated annually on their anniversary date by their immediate supervisor.

D. Forms

1. Employee performance evaluation forms for each fiscal year are posted on the Intranet.
2. Evaluation forms may be updated periodically. This information will be communicated to employees.

E. Discussion with Employee

1. The completed performance evaluation shall be discussed with the employee.
2. The employee shall sign the original performance evaluation form. Employee signature is an acknowledgement of the discussion and does not signify agreement or disagreement with the evaluation on the part of the employee.
3. Signatures of the employee's supervisory chain of command up to their Department Director shall be obtained on the original form.
4. A copy of the signed performance evaluation form shall be given to the employee.

F. Employee Comments

1. An employee may submit written comments on his/her evaluation in the space provided on the evaluation form or on a separate document if desired.
2. Employee comments must be submitted within thirty (30) days of the date the performance evaluation is issued to the employee.
3. Employee comments will be retained with the original performance evaluation form in accordance with Section H below.

G. Appeals

1. An employee may appeal a performance evaluation to their Department Director by submitting a written memo outlining the areas of disagreement.
2. The memo must be received by the Department Director within thirty (30) days of the date the performance evaluation is issued to the employee. Late appeals will not be considered.
3. The decision of the Department Director will be final. No further appeals will be considered.
4. All documents concerning the employee's appeal will be retained with the original evaluation form in accordance with Section H below.
5. Provisions of the County's grievance policy do not apply to performance evaluations.

H. Retention

The original record copy of the completed performance evaluation form and any accompanying documentation shall be maintained in the employee's personnel file located in Employee Services.

**IV. RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.



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Cindy Hall  
County Manager