

**A RULE FOR PERFORMANCE EVALUATION AND EFFICIENCY STANDARDS FOR CLASSIFIED EMPLOYEES OF SANTA ROSA COUNTY; AND PROVIDING FURTHER OFFICIAL HUMAN RESOURCE FORMS FOR EVALUATION; AND PROVIDING FURTHER PROCEDURES OR EFFICIENCY STANDARDS**

**SECTION I.** All employees in the classified and unclassified service of the Board of County Commissioners and Constitutional Officers shall be evaluated at least annually. The evaluation forms shall be submitted to the Human Resource Department at the close of the fiscal year.

**SECTION II. Performance Evaluation (service rating).** Taxing Authorities shall establish and administer a system for rating the work performance of employees. This evaluation system will be submitted to the Human Resource Department. The performance rating shall be designed to permit the evaluation of the employees' performance and attitude as accurately and as fairly as reasonably possible. The rating shall be made on forms provided by the Human Resource Department. Amended: 5/31/2007

A. New employees within their first year will have a three (3) month and six (6) month evaluation. After which, they will fall into the Annual-Evaluation cycle.

B. Appointing authorities shall be required, at the end of three (3) months and six (6) months of the probationary period, to submit an evaluation of the performance of the probationary employee to the Human Resource Department. The annual evaluation must also be submitted if the employee has passed six (6) months of their probationary period when it comes due. Amended: 5/31/2007

C. Any County employee who has been promoted or moved laterally into a new position will have a three (3) month and six (6) month evaluation, and then move back into the Annual-Evaluation cycle. Amended: 5/31/2007

D. When an employee is promoted or moved laterally, an evaluation must be completed for their past performance within their old job description. Amended: 5/31/2007

*During the first six (6) months of the promoted employee's probationary period, if the annual evaluation comes due, the department must return the evaluation form marked "Not Observed" (NOB). The annual evaluation must be completed and submitted if the promoted employee has passed six (6) months of their probationary period when it comes due.*

**Example:** *If the three (3) or six (6) month evaluation has been submitted and less than three (3) months has elapsed when the Annual evaluation is due, submit the Annual evaluation as a NOB. This means a regular employee may not have an Annual-evaluation for up to 14-months. However, an employee should not go beyond 16 months without a written evaluation.*

Additional evaluations may be submitted on employees at any time to document superior or sub-standard performance

E. Each employee shall be evaluated by their immediate supervisor and the documented evaluation reviewed by the department head or the appointing authority. Before each evaluation is certified, the immediate supervisor shall discuss it with the employee.

Amended: 5/31/2007

F. The evaluation shall be dated before being sent to the Human Resource Department.

G. The date of certification will be the date the completed form is signed by the department head or the appointing authority. Each employee will be given a copy of their completed evaluation form.

H. The overall performance rating shall be used as a guide for career development, determining the need for additional training or addressing employee strengths & deficiencies.

I. In the event there is an unsatisfactory evaluation or a disciplinary action, a merit increase may not be granted without specific recommendation of the appointing authority and approval of the Human Resource Department. Amended: 11/12/2015

J. The performance rating shall be retained as a part of the employee's permanent record.

**SECTION III.** The effective date of this rule shall be July 1, 2002.