

7 Performance Appraisals

- 7.1 Performance evaluation is an on-going process. Department Head and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial introductory period in any new position, as specifically specified elsewhere in this Policy. This allows the Department Head and the employee to discuss the job responsibilities, standards, and performance requirements of the position. Additional formal performance evaluations are conducted at least annually to provide both the Department Head and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
- 7.2 All regular full-time and part-time employees of Kingman County will receive a Performance Appraisal on at least an annual basis. If a Department Head determines that an employee overall performance is needing slight or major improvement, the Department Head will place the employee on special Performance Improvement Plan to reach a satisfactory level. If the employee's performance is not satisfactory by the deadline, the performance appraisal may be extended for up to another 90 days. At the end of the Performance Improvement Plan, the employee must have reached a satisfactory level of performance or appropriate employment determination will be recommended by the Department Head to the Board of County Commissioners.
- 7.3 A standardized Performance Appraisal form shall be used by all departments of Kingman County.
- 7.4 Purpose of performance appraisals:
- A. To provide a permanent record of the individual's performance during the rating period.
 - B. To provide an assessment of training needs.
 - C. To serve as the basis for awarding or denying a wage increase and/or other personnel actions (such as terminations, promotions, demotions).
- 7.5 Department Heads will be reminded during the 4th Quarter of each year to complete the Performance Appraisal form, review it with the employee, and return it to Human Resources by December 1 and for sure by year end.
- 7.6 The evaluation process requires three steps:

Explanation of the Process is Step I. During this step the evaluator will explain the evaluation process to the employee, provide a copy of a current, up-to-date job description, and schedule the performance counseling with the employee.

Performance Counseling is Step II. The performance counseling step will help the employee to identify major areas of strengths, needs, agreement, disagreement, confusion, or misinformation. The evaluator and the employee will discuss overall accountability, major job responsibilities, and the employee's job description. This will require both parties to be prepared to discuss their ratings. It is the Department Head's responsibility to make certain the job description is accurate, complete, and that the up-to-date JD has been provided to Human Resources for filing.

The third step is the Final Assessment. During the final assessment the evaluator will finalize the evaluation form and will discuss the employee's ratings on each category. Justification of the ratings and recommendations for improvement will also be discussed. Both employee and evaluator(s) shall sign and date the review form(s).

- 7.7 No annual wage increase will be processed until a Performance Appraisal has been completed and returned to Human Resources. If the Performance Appraisal form and the process are not finalized and the form submitted on or before December 31, the department head responsible for completing the evaluation form shall not receive a wage increase for the forthcoming year, nor shall they be eligible for other adjustments or merit increases as might be made available to other county employees.
- 7.8 After three (3) months of employment, the Department Head will review the performance of new employees. This will be done by using the Performance Appraisal form. An end of year Performance Appraisal will also be required if more than 6 months transpire after the initial 3 month review has taken place.
- 7.9 All completed Performance Appraisals will be filed in the individual's personnel file, maintained by Human Resources. Both the employee and the Department Head can elect to retain a copy.
- 7.10 Salary Exempt employees will receive a performance appraisal on at least an annual basis by the Board of County Commissioners.
- 7.11 Elected officials will be given the opportunity to provide goals, accomplishments, and an overall self-evaluation to the Board of County Commissioners each year.