

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

1. Agency/department managers shall provide a confidential evaluation of the performance of each regular employee assigned to their management responsibility. Evaluations shall be in a form prescribed by the agency/department, as reviewed by Human Resources, but shall comply with the principles encompassed in this policy.
2. The Executive Officer, or designee, will administer the performance evaluation program by directing the following:
 - a. Instructing new agency/department heads in the requirements of the performance evaluation program;
 - b. Reviewing and approving agency/departmental policies and procedures implementing the performance evaluation program;
 - c. Monitoring, on at least an annual basis, the timelines of employee evaluations by each agency/department; and,
 - d. Making modifications as necessary, in the implementation of the performance evaluation program.
 - e. Having agency/department heads utilize a single performance evaluation system to complete the evaluations. At the discretion of the Executive Officer or designee, a different system can be utilized with prior review and approval.
3. The Frequency of evaluations prescribed by this policy shall be as follows:
 - a. During any probationary period, an employee shall be evaluated at no less than six-month intervals until the expiration of their probation.
 - b. All regular employees of the County of Riverside shall receive a written evaluation on no less than an annual basis while occupying the same job class, approximately on the anniversary of their employment with the County or on the anniversary of promotion or entry into their current job classification.

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- c. Additional evaluations may be conducted at any time at the discretion of the agency/department. This policy in its entirety shall apply to those additional or special evaluations.
 - d. Employees receiving an unsuccessful/needs development evaluation shall be reevaluated no later than 90 days from the date of the issuance.
4. While each agency/department is responsible for drafting and implementing a performance evaluation policy which fits its particular needs; it is the intent of the Board of Supervisors that each agency/department will include, at a minimum, the following components in their policy:
- a. Annual and Special Evaluations shall be given in writing and should be based on agreed upon performance or achievement goals. These goals shall be set initially by the department and adjusted annually as part of the evaluation process.
 - b. Evaluations should rate an employee's overall job performance on at least a three-point scale.
 - c. Evaluations should provide an opportunity for an employee who disagrees with the performance evaluation, to comment, in writing, regarding that evaluation. This written response, and supporting documentation submitted by the employee, should be attached to, and become a part of, the evaluation, which upon completion will be filed in the employee's personnel file. No other appeal of the substance of the evaluation should be allowed except as may be provided by ordinance or memorandum of understanding. Any action of the agency/department to reduce an employee, in pay, shall be processed as a disciplinary action.
 - d. Anytime an agency/department anticipates giving an employee an overall rating of unsuccessful or needs development, the agency/department should notify County Human Resources and seek its review and support of the evaluation, prior to delivering the evaluation to the subject employee.
 - e. Anytime an agency/department gives an employee a rating of unsuccessful or needs development, that rating will be accompanied with a specific description of the behavior or actions which are found to be failing. In addition, the evaluation should include a specific plan of improvement,

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describing to the employee the steps necessary to become a successful employee in those areas.

- f. Anytime an agency/department gives an employee a rating of successful or exceptional, it should be substantiated by factual reasons. These comments will also serve to motivate employees, who receive less than “successful” ratings, to strive for a higher level of performance.
5. It shall be the responsibility of the Executive Officer to administer this policy. At the Executive Officer’s discretion, administration of portions of this policy may be delegated to other agencies/departments or managers.

Reference:

Minute Order 3.6 of 05/28/96
Minute Order 3.25 of 07/02/96
Minute Order 3.3 of 04/10/07
Minute Order 3.13 of 06/13/2023