

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

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Policy:

1. It is the intent of this policy to provide agency/department heads, managers, and other senior staff with methods and procedures to evaluate the performance of regular employees. Nothing in this policy is intended to modify, expressly or implied, the "at will" status of any employees.

The purposes of this policy include the following:

- a. Establish a system whereby all employees are evaluated on their job performance on a consistent and timely basis;
 - b. Ensure that the citizens of Riverside County are best served by the employment of qualified managers and employees;
 - c. Provide a basis for the recognition of performance on the part of employees and managers;
 - d. Improve communications throughout Riverside County government and facilitate performance discussions by and between management and employees;
 - e. Provide a comprehensive vehicle for the communication and conduct of Board of Supervisors' direction and policies; and,
 - f. Encourage formal discussion of annual goals and objectives between management and employees throughout the County of Riverside.
2. Agency/department managers shall prepare, or cause to be prepared, a written, 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.

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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. Agencies/departments may evaluate probationary employees on a more frequent basis if desired.
 - b. All other regular employees of Riverside County shall be evaluated on an annual basis, approximately on the anniversary of their initial employment with county or on the anniversary of promotion or entry into their current job classification.
 - c. Employees receiving an overall less than satisfactory evaluation shall be reevaluated no later than 90 days from the date of the last evaluation.
 - d. Additional evaluations may be conducted at any time at the discretion of the agency/department. This policy in its entirety shall apply to these additional or special evaluations.

4. 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 timeliness of employee evaluations by each agency/department; and,
 - d. Making modifications, from time to time as necessary, in the implementation of the performance evaluation program.

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5. 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. 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 step or pay, shall be processed as a disciplinary action.
 - d. Anytime an agency/department anticipates giving an employee an overall rating of unacceptable or improvement needed, the agency/department should notify Human Resources and seek its review and support of the evaluation.
 - e. Anytime an agency/department gives an employee a rating of unacceptable or improvement needed, 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, describing to the employee the steps necessary to become a satisfactory employee in those areas.

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- f. Anytime an agency/department gives an employee a rating of satisfactory, exceeds performance standards, or outstanding, it should be substantiated by factual reasons. These comments will also serve to motivate employees, who receive less than an “outstanding” rating, to strive for a higher level of performance.
6. 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