

# Stark County Board of Developmental Disabilities

Policy 4.10 Performance Evaluations	Effective: 11/24/23
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## PERFORMANCE EVALUATIONS

### POLICY

The Board believes that the purpose of a performance evaluation is to provide the employee with formal feedback on their job performance in order to help the employee achieve a professional level of conduct, improve job performance, and to promote career development when possible. To accomplish this goal, employees need to clearly understand what is expected and be committed to achieving quality results. To determine the overall performance of the employee, the supervisor will consider all evaluation information, including direct observations, co-worker and direct report feedback, as well as input that comes from stakeholders such as parents, guardians, or the public that pertains to the requirements of the position.

The performance of employees shall be reviewed during the probationary period and annually by the employee's supervisor utilizing the appropriate performance evaluation form. The evaluation will address the duties and responsibilities specified in the employee's job description. Open communication between the supervisor and the employee is needed to conduct a successful review.

Performance evaluations are kept in the employee's personnel file in the Human Resources Department or stored electronically in KRONOS, the Board's Human Resources and Timekeeping System.

<b>Historical Resolution Information</b>	<b>Reviewer(s):</b>								
<table><thead><tr><th>Date</th><th>Resolution Number</th></tr></thead><tbody><tr><td>5/23/17</td><td>05-23-17</td></tr><tr><td>9/22/20</td><td>09-40-20</td></tr><tr><td>10/24/23</td><td>10-38-23</td></tr></tbody></table>	Date	Resolution Number	5/23/17	05-23-17	9/22/20	09-40-20	10/24/23	10-38-23	Director of Human Resources
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## PERFORMANCE EVALUATIONS

### PROCEDURE

- I. Supervisors are required to complete a written performance evaluation for each employee annually. Performance Evaluations are to be completed and communicated to employees by June 1st of each year.
- II. Board approved Performance Evaluation forms will be utilized to complete each employee's evaluation.
- III. When opportunities for improvement are noted, the Supervisor will provide the employee with specific techniques and/or strategies for improvement. The employee being evaluated and the supervisor shall meet jointly to develop a plan for implementation of specific technique(s) and/or improvement strategies.
- IV. In the event serious performance issues are noted, the supervisor shall make every reasonable effort to schedule a second meeting to observe an employee's performance within thirty (30) days of the first meeting.
- V. Supervisors should schedule a performance review meeting with each employee to review his/her performance evaluation in a confidential manner.
- VI. Employees are required to sign the completed performance evaluation document. The employee's signature does not necessarily mean that the employee agrees with the evaluation. Rather, the employee's signature is verification that he/she received the content of the performance evaluation.
- VII. Completed performance evaluations shall be submitted to the Human Resources department for processing. A copy of each employee's annual performance evaluation will be maintained in the employee's personnel file.
- VIII. Beginning in 2017, some employee performance evaluations will be completed using the KRONOS System and be stored electronically in the employee's learning account. After July 1, 2018, all performance evaluations will be completed and stored in the KRONOS system.
- IX. Newly hired, transferred, or promoted employees will be evaluated during their probationary period. The probationary period for non-represented employees is 170 days. Extensions to the probationary period may be made at the discretion of the supervisor and approval of the Human Resources Director.

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- X. Should an employee be assigned a new supervisor for more than six (6) months of the calendar year, the new supervisor will be responsible for the completion of the employee's performance evaluation. If the employee is assigned to a new supervisor for less than six (6) months of the calendar year, the prior and present supervisor will collaborate in completing the employee's annual performance evaluation.
  
- XI. All represented employees are evaluated in accordance with the current Collective Bargaining Agreement.