

RESOLUTION 2007-02

A RESOLUTION REGARDING THE LINCOLN COUNTY PERFORMANCE
EVALUATION POLICY AND REQUIRED FORMS.

WHEREAS, it has been determined by the Board of Lincoln County Commissioners that a need exists for the implementation of a consistent performance evaluation system to evaluate Lincoln County employees, supervisors and department heads and a procedure is further needed to effectively and consistently implement that system.

WHEREAS, specific forms for each department shall be adopted by this Board and shall be used by all departments and supervisors to evaluate the employees, supervisors and department heads of Lincoln County.

NOW, THEREFORE, the Board of Lincoln County Commissioners hereby resolves as follows:

1. A Performance Evaluation Policy is hereby adopted by this Board. A copy of said Performance Evaluation Policy is incorporated by reference in this resolution.
2. Evaluation forms for employees, supervisors, and department heads shall be created and shall be adopted by this Board. A copy of said Lincoln County Employee Performance Evaluation and Lincoln County Supervisors/Department Head Performance Evaluation are incorporated by reference in this resolution.
3. The policy, procedure and forms adopted hereunder shall become effective upon passage of this resolution.

DATED this 16th day of January, 2007.



ATTEST:



Dawn M Harlow
County Clerk

APPROVED AS TO FORM


Jennifer R. O'Hare
Lincoln County Attorney

BOARD OF COUNTY COMMISSIONERS
OF LINCOLN COUNTY, KANSAS


Al Joe Wallace, Chairman


Terry L Finch, Vice-Chairman


Steven R Errebo, Member

Performance Evaluation Policy

Purpose and Scope

To establish a performance based evaluation system for Lincoln County employees, which provides for an objective, consistent and uniformed method of measuring on-the-job performance. This policy is applicable to all employees of Lincoln County.

Frequency

Each employee's performance will be reviewed after the first six months of employment. The intention of this evaluation is to provide an opportunity for the supervisors to educate new employees on the areas of performance needing improvement on the part of the employee.

Each employee's performance shall be evaluated after one year employment and once each year following. This will allow for improvement to be measured and for updating of job descriptions. The employee's immediate supervisor shall be responsible for conducting the evaluation. Department Heads will be evaluated by the Board of County Commissioners.

Objective of Performance Evaluation

The performance evaluation is designed to provide employees with feedback relating to their individual strengths and areas requiring growth during each evaluation period. A competent evaluation involves setting goals and standards; clearly communicating performance expectations; assisting staff in accomplishing work assignments; identifying and correcting weaknesses or opportunities for development; recognizing and encouraging strengths; discussing positive purposeful approaches to meeting goals; and evaluating the results.

The performance evaluation is designed to stimulate dialogue between the employee and the supervisor. Evaluations are used to encourage both parties to commit to goals that will be accomplished during the next evaluation cycle. It is intended to merely formalize a feedback process which is continually occurring between the employee and the supervisor. It is also used to determine whether the employee's performance and productivity have been sufficient to warrant a pay increase. This process should be a comfortable experience for both parties.

Guidelines

The Performance Evaluation form should be given to the employee to acquaint them with the format and to provide them the opportunity to consider their personal goals and objectives for the upcoming year. The same form will be used for all employees and a separate form will be used for supervisors and department heads.

Prior to the meeting, the employee, independently completes the Self Evaluation form and reviews their current job description.

The supervisor completes the Performance Evaluation and reviews the employee's job description. The evaluation shall be based on job performance and qualification, which shall be based on each position's

job description and work standards. Factors, such as, personal habits and outside activities shall not be considered if they are not directly related to the job.

The supervisor and the employee shall meet to discuss performance and to establish goals and objectives. The supervisor reviews expectations and personal effectiveness. The evaluation should give the employee a clear picture of where the employee stands in terms of performance standards and provide the employee the opportunity to express thoughts or disagreement with any points made in the evaluation.

The supervisor and employee review the employees Self Evaluation and job description. Any changes needing to be made to the employee's job description shall be noted and forwarded to the Human Resource Office for update.

The supervisor and employee sign the final document.

All Performance Evaluations shall be reviewed by the Board of County Commissioners prior to being placed in the employees personnel file. The Board of County Commissioners shall determine appropriate wage increases based on the employees performance evaluation.

Lincoln County Employee Performance Evaluation

Employee Name: _____
Job Title: _____
Department: _____
Supervisor: _____
Date of Last Review: _____

Objective

The performance evaluation is designed to provide employees with feedback relating to their individual strengths and areas requiring growth during each twelve months of their employment. A competent evaluation involves setting goals and standards; clearly communicating performance expectations; assisting staff in accomplishing work assignments; identifying and correcting weaknesses or opportunities for development; recognizing and encouraging strengths; discussing positive purposeful approaches to meeting goals; and evaluating the results.

The performance evaluation is designed to stimulate dialogue between the employee and the supervisor. Evaluations used are to encourage both parties to commit to goals that will be accomplished during the next evaluation cycle. It is intended to merely formalize a feedback process which is continually occurring between the employee and the supervisor. It is also used to determine whether the employee's performance and productivity have been sufficient to warrant a pay increase. This process should be a comfortable experience for both parties.

Responsibilities

The evaluation process should be based on the department's overall goal. Goals should be set in which progress can be measured.

The Performance Evaluation process should take place after 6 months of employment, after 1 year of employment and at least once a year thereafter. This will allow for improvement to be measured and for updating of job descriptions.

Process

The Performance Evaluation form should be given to the employee to acquaint them with the format and to provide them the opportunity to consider their personal goals and objectives for the upcoming year.

Prior to the meeting, the employee, independently, completes the Self Evaluation form and reviews their current job description.

The supervisor, independently, completes the Performance Evaluation and reviews the employee's job description.

The supervisor and the employee meet to discuss performance and to establish goals and objectives. The supervisor reviews expectations and personal effectiveness. The supervisor and employee review the employees Self Evaluation and job description. The supervisor and employee sign the final document.

Rating Scale

Unsatisfactory

Performance is inadequate (below minimum acceptable standards and expectations). Performance often fails to meet basic position expectations, responsibilities, and is unacceptable. Performance is causing problems/inconveniences/hardships for the department and/or coworkers and is having a negative impact on departmental effectiveness and/or productivity. This level of performance cannot be condoned or allowed to continue. Employees with an overall rating of Unsatisfactory are not eligible for salary increases. (1 Point)

Needs Improvement

Performance only meets the minimum standards and expectations. Performance is generally “acceptable”, but improvement is needed and expected. This rating indicates a deficiency in work quantity and/or quality, lack of understanding of the job’s duties, and/or an inability to complete tasks as assigned. Performance at this level may cause the department and/or coworkers some problems or inconveniences, or tend to diminish the department’s effectiveness and/or productivity. Performance at this level is characterized as “just getting by”. (2 Points)

Meets Job Requirement

Performance fully meets standards and expectations. The individual performing at this level is considered a stable and skilled performer by coworkers and immediate supervisor. The employee’s work is of satisfactory quality, and quantity of work performed by the employee is adequate. Performance, at times may be higher or lower, but is overall average to the Meets Job Requirement level. (3 Points)

Exceeds Job Requirement

Performance EXCEEDS standards and expectations. Performance at this level would generally be recognized by peers and immediate supervisors. Performance is characterized by notable skill, initiative, and superior job knowledge. The employee’s work is of high quality, quantity if work performed is more than expected, and the employee shows the ability to complete tasks independently. This individual’s performance exceeds most other employees in the same position. (4 Points)

Outstanding

Performance SIGNIFICANTLY EXCEEDS standards and expectations. Performance at this level would generally be recognized by peers, immediate supervisor, higher level management and others. This individual suggests and initiates improvements/changes and through own performance has materially enhanced effectiveness of the department or work area. The employee completes tasks with little or no direction. The employee’s work product substantially exceeds the quality and quantity expected, rarely requires corrections or revisions and free from errors. Performance is generally not equaled by others (current and/or former employees in the same position). (5 Points)

Employee: _____

Position: _____

<p>Safety</p> <ul style="list-style-type: none">• Follows all safety rules, regulations and procedures• Attends training when required• Makes certain that equipment, tools, and machinery are being used and maintained properly• Reports an injury or equipment problems in a timely manner	<p>Performance Discussion</p> <p>Rating:</p>
<p>Communication</p> <ul style="list-style-type: none">• Demonstrates ability and willingness to communicate and listen• Writes and speaks in an understandable, complete, accurate and positive manner• Communicates with outside agencies, other departments, peers and supervisors• Accepts constructive criticism and feedback from internal and external sources• Keeps supervisor informed	<p>Performance Discussion</p> <p>Rating:</p>

Overall Assessment:

Areas that require improvement:

Goals for the upcoming year:

Self Evaluation

Note: This data is for informational purpose only. The way you fill this out will not effect your evaluation. Your feedback will help Lincoln County determine if changes need to be made within our system.

Employee Name: _____

Date: _____

Please respond to the following questions:

1. Summarize any changes to your primary job duties, which also must be noted on the accompanying description for review and update.

2. What do you like the most about your job?

3. What do you like the least about your job?

4. What changes/improves would you like to see implemented?

5. What are your career objectives?

Rate the following:

	Excellent	Good	Fair	Poor	N/A
Your Wage					
Employee Benefits					
Supervision					
Administration					
Communication					
Your Job Duties					
Job Safety					
Employee Facilities					
Job Security					
Recognition of Efforts					
Workload					
Working Conditions					
Fair Treatment					
Policies/Procedures(County-Wide)					
Policies/Procedures (Department)					

Lincoln County Supervisor/Department Head Performance Evaluation

Employee Name: _____
Job Title: _____
Department: _____
Supervisor: _____
Date of Last Review: _____

Objective

The performance evaluation is designed to provide employees with feedback relating to their individual strengths and areas requiring growth during each evaluation period. A competent evaluation involves setting goals and standards; clearly communicating performance expectations; assisting staff in accomplishing work assignments; identifying and correcting weaknesses or opportunities for development; recognizing and encouraging strengths; discussing positive purposeful approaches to meeting goals; and evaluating the results.

The performance evaluation is designed to stimulate dialogue between the employee and the supervisor. Evaluations are used to encourage both parties to commit to goals that will be accomplished during the next evaluation cycle. It is intended to merely formalize a feedback process which is continually occurring between the employee and the supervisor. It is also used to determine whether the employee's performance and productivity have been sufficient to warrant a pay increase. This process should be a comfortable experience for both parties.

Responsibilities

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Employee: _____

Position: _____

<p>Disciplinary Measures</p> <ul style="list-style-type: none">• Prompt in addressing disciplinary problems• Handles disciplinary action appropriately and timely• Reacts and applies disciplinary measures fairly to all employees	<p>Performance Discussion</p> <p>Rating:</p>
<p>Organizational Development</p> <ul style="list-style-type: none">• Promotes Teamwork/cooperation• Promotes and actively participates in organizational development• Solicits ideas from other departments when appropriate• Accepts Commissioners decisions and works toward achieving their goals• Supports County objectives	<p>Performance Discussion</p> <p>Rating:</p>
<p>Management Skills</p> <ul style="list-style-type: none">• Trains, coaches and develops employees• Delegates responsibility and authority• Focuses on achieving results in an effective and timely manner• Communicates and executes County policies• Clearly defines responsibilities and authority limits to employees• Recognizes individual capabilities and assigns work accordingly• Focuses on performance rather than personality in relating to others.	<p>Performance Discussion</p> <p>Rating:</p>

Overall Assessment:

Areas that require improvement:

Goals for the upcoming year:

