



LEWIS AND CLARK COUNTY POLICY

Subject: Performance Review	Policy No: 1.2.14
Approved:	Effective Date: Aug. 1, 2015 Revised Date: 05/31/17

I. Policy Statement

The performance review is intended to stimulate and facilitate discussions between the employee and the supervisor on the performance of job duties. Performance reviews recognize good work, provide an opportunity to offer suggestions leading to improvements in the employee's work and identify possible career development opportunities.

II. Applicability

All Lewis and Clark County employees.

III. Definitions

None.

IV. Directives

A. Applicable Employees

1. Each County department will determine the frequency of performance reviews in consultation with the Human Resource Director.

B. Scheduling of Reviews

1. Departments will perform performance reviews for County employees on a periodic basis as determined by the elected official/department director in consultation with the Human Resource Director.

2. Employees who have assumed a new position due to transfer or promotion will be given a performance appraisal on the schedule adopted by the employee's new department.
3. Two performance reviews are recommended for probationary employees the probation period:
 - a. An appraisal is recommended at three (3) months in the new position.
 - b. A second appraisal is recommended prior to the end of the employee's probationary period.

C. Appraisal Administration

1. The employee's immediate supervisor will give the performance review and rate the execution of the duties and responsibilities pertaining to the position held by the employee.
2. The Human Resource Director will provide performance review forms to elected official/department directors upon request.

D. Records

1. Performance reviews will be forwarded to the Human Resource Director for inclusion of the appraisal in the employee's personnel file.

E. Performance Review Forms

1. The Human Resource Director will maintain and provide performance review forms. If a supervisor has a question regarding the performance review process, he/she should consult the Human Resource Director.
2. Departments may modify forms when it has been determined that the appraisal form adopted by the County does not meet the needs of the department. The Human Resource Director must approve any alternate form.

V. Closing

Provisions of this policy will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the Human Resource Department.

VI. References

None

VII. **Attachments**

None