

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

PERFORMANCE EVALUATION

POLICY NO.	4.5	EFFECTIVE:	01/02/2024
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A. The County's performance evaluation program is designed to help ensure quality services through improving skills and performance. Assigned duties and responsibilities of an employee shall be evaluated annually by the employee's immediate supervisor. Recordkeeping for employee reviews (including probationary evaluations) will include all written documentation and remain on file at least five years.

B. Uses of the Performance Evaluation Program

The formal performance evaluation program shall be used to:

1. Provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct areas of identified weaknesses or opportunities for skills improvement, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals;
2. Motivate employees to improve work performance;
3. Increase employee morale through management recognition;
4. Serve as the basis for salary increase recommendations;
5. Improve communications between supervisors and employees; and,
6. Serve as part of the justification for recommendations pertaining to personnel actions (promotion, demotion or dismissal).

C. Confidentiality

The performance evaluation process is strictly confidential. Every effort shall be made by all parties involved to maintain employee confidentiality. Any employee, other than the employee being evaluated, who is found in breach of this confidentiality, shall be subject to disciplinary action.

D. Timing of Performance Evaluations

1. Performance evaluations are conducted at the end of an employee's probationary period in a regular full-time or part-time position where the incumbent regularly works a minimum of 20 hours per week.
2. Performance evaluations for non-probationary employees are scheduled to be completed annually prior to July 1.
3. Additional evaluations or discussions may be scheduled as required by the employee's supervisor or as required by the performance program guidelines.
4. A non-probationary employee who receives a less than satisfactory performance rating may receive additional time to improve work performance when it is deemed to be in the best interest of the County and the employee. The reviewer shall submit a written justification and recommendation for extending the review period to the County Administrator for approval. The maximum period for an extension shall be 60 days.
5. A performance evaluation shall accompany the reviewer's status recommendation to the County Administrator at the conclusion of the extended performance review period.

E. Review Process for Performance Evaluations

1. Performance evaluations will be prepared by an employee's immediate supervisor using the County's standard format.
2. After writing the performance evaluation, the supervisor may give the performance evaluation to the County Administrator for review prior to presenting it to the employee.
3. The supervisor will then meet with the employee to discuss performance. The employee will provide comments as the employee deems appropriate and employee and supervisor will sign the appropriate form. A copy will then be given to the employee and a copy retained for the County's records.
4. If the employee is in disagreement with the supervisor's evaluation of their performance, the employee can request a review of their evaluation with the County Administrator. The County Administrator has final review and approval authority for performance evaluations.