

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY XI**

Title: **EMPLOYEE PERFORMANCE EVALUATION**

I. OBJECTIVE

The employee performance evaluation process shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.

The primary purpose of the performance evaluation is to inform the employee of his/her strengths and areas for improvement on the job, serve as a basis for discussion as to how the employee can improve his/her performance, establish goals and expectations for future evaluation.

The performance evaluation may also be used for but is not limited to;

- estimating an employee's potential for promotion,
- identifying areas of training needs,
- the determination of merit increases,
- a basis for taking disciplinary actions, or
- determining orders of layoff.

II. DIRECTIVES

A. EVALUATION PERIODS

1. **Probationary:** Employees serving an original probationary period shall receive at least one (1) performance evaluation each four (4) months during their probationary period.
2. **Regular:** After release from probation, an employee shall receive a performance evaluation at least once annually prior to eligibility for any merit increase, longevity/merit pay award or other performance based pay increase.

B. SPECIAL EVALUATIONS

A special performance evaluation may be made at any time when, in the opinion of supervision, the employee's performance has deviated from expected standards.

C. APPEALS OF PERFORMANCE EVALUATION

An employee who disagrees with the content of his/her performance evaluation may appeal by providing to the evaluator a written statement, on the designated form, citing the areas of disagreement and the reasons why the employee believes the evaluation of performance is inaccurate. Such appeal must be provided to the evaluator within five (5) working days of the date the evaluator initially presented the evaluation to the employee. An appeal may result in the entire content of the evaluation being reconsidered.

The evaluator will consider the employee's comments and provide the employee with a written response, on the designated form, within five (5) working days of receipt of the appeal.

EMPLOYEE PERFORMANCE EVALUATION POLICY (continued)

In the event the evaluator doesn't find sufficient justification to modify the evaluation, the employee may appeal the evaluator's decision to the original reviewer by so stating on the designated form and presenting it to the reviewer within five (5) working days of receipt of the decision of the evaluator.

If there has been a second reviewer to the evaluation, the same process and time frames shall apply to appeal the first reviewer's decision.

In the event the reviewer(s) does not find sufficient justification to modify the evaluation, the employee may appeal the reviewer's decision to the Administrative Officer IV/V (working title: department/office director).

The employee may request the Administrative Officer IV/V to have the appeal heard by the Human Resources Director in lieu of the Administrative Officer IV/V. Such appeal must be made by submitting the designated form within five (5) working days of the date of the reviewer's final decision. This appeal shall be final and is not appealable.

In those cases where the evaluator or initial reviewer is an Administrative Officer IV/V, the employee may appeal his/her evaluation, utilizing the timeframes and procedures outlined above, to his/her Assistant County Manager.

In the event the Assistant County Manager does not find sufficient justification to modify the evaluation, the employee may appeal this decision to Human Resources Director within five (5) working days of the date of the Assistant County Manager's decision. This appeal shall be final and is not appealable.