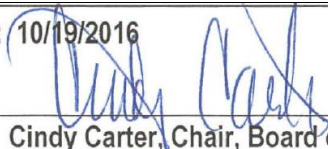


Grant County Personnel Policy

DATE ISSUED: 10/19/2016	EFFECTIVE DATE: 10/19/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-17-16 Date Signed
LAST REVISED: 04/16/2015	CONTACT: Human Resources

411 – Performance Evaluations

- 411.1 As set forth in Section 401 above, employment at Grant County is at will. Nothing in this section shall be construed to create an employment contract, nor shall it be construed to alter the fact that employment is at will.
- 411.2 During an employee's first year of employment with Grant County, he/she may receive two (2) evaluations from his/her supervisor; a six (6) month evaluation and a twelve (12) month evaluation (approximately from the date of hire). Some offices or departments may require an addition to or variation from this schedule based on specific training or certification requirements and the availability of such training/certification. Every year thereafter, employees may receive an evaluation. If an employee transferred or promoted to another position within the organization, he/she may receive two (2) evaluations during their first year in the new position and annually thereafter.
- 411.3 Employee evaluations may consist of a written evaluation by supervisors and a written self-evaluation by the employee. An employee and his/her supervisor may then meet to discuss both evaluations, which may include all aspects of the employee's work. The supervisor's evaluation and the self-evaluation will become a permanent record of the personnel file.