

**CHAPTER XIV  
PERFORMANCE REPORTS**

**14.1 PERFORMANCE REPORTS FOR REGULAR EMPLOYEES**

- A. **REPORTS REQUIRED.** There shall be filed with Human Resource Services a periodic performance report of each probationary employee and each employee in the permanent classified service, evaluating his/her performance on the job for the period covered in the report. The rating intervals shall be as determined by the Commission.
  
- B. **DESIGNATED REVIEWERS.** Each employee's performance is to be reviewed by his/her immediate supervisor, who is defined as the person who assigns, checks, and supervises the work of the employee and who is immediately responsible for the employee, or is most closely acquainted with the employee's performance. If the employee has more than one immediate supervisor, each such supervisor may review and evaluate the employee's work performance.

The performance report of each employee shall be reviewed by the next higher level supervisor, usually the immediate supervisor of the reviewer.

- C. **RATING PROCEDURES.** Performance reports shall be made on forms prescribed by the Commission, and following procedures established by the Commission.

The performance review intervals shall be as indicated below:

1. Probationary employees serving in positions which require a six month probationary period shall be reviewed at the end of the second, fourth, and sixth month from the date of appointment in that position. Probationary employees serving in a position requiring a one year probationary period shall be reviewed at the end of the fourth, eighth, and twelfth month from the date of appointment in that position.
  
2. Permanent employees shall be rated annually. The period of the annual review shall be twelve (12) months following the date the employee gains permanence in his/her present position or twelve (12) months following subsequent regular or revised review reports, except when the end of the review period falls during a non-work period for ten (10) or eleven (11) month employee. Such employee shall be reviewed within sixty (60) days prior to the last working day of the assigned work year.
  
3. Employees will receive a warning and counsel from the reviewer within ten (10) days of the occurrence of less-than-satisfactory performance. If the less-than-satisfactory performance occurs less than ten (10) days prior to an employee's formal review, the rater shall warn and counsel the employee prior to the formal review. The employee may request that a warning be put in writing. The

employee may also request the name of the complainant(s) for any report of less-than-satisfactory performance which results in warning and counsel.

4. Reviewers shall include a statement of the facts and suggestions for improvement in any review that includes a "needs to improve" (N) or "unsatisfactory" (U). Content of the comments shall not be grievable.
  5. A special review may be submitted any time upon evidence of changed work habits or performance on the part of the employee.
- D. **EMPLOYEE'S COPY.** Whenever a review is made, a conference shall be held to review the rating and a copy of the full report shall be given by the rater to the employee being reviewed.
- E. **PERFORMANCE REPORT OF RECORD.** When an employee terminates employment, his/her most recent report on file shall be the report of record, and no additional report need be made unless his/her performance has changed to unsatisfactory.
- F. **APPEAL OF PERFORMANCE REPORT.** An employee may within 15 days of receipt of his/her review request a conference with the reviewer of the report to discuss the content of the review.
- If still dissatisfied with the review content, the employee may, within 15 days from the conference with the reviewer, file with the next higher supervisor a written appeal of the review. The next higher supervisor will have 10 days from receipt of a written appeal to determine if the content of the review is accurate or inaccurate. If the next higher supervisor determines that the review content is inaccurate, he/she shall order that within 10 days a new rating be written, give a copy of the new report to the employee and place the new report in the employee's personnel file. If the appeal is denied, the original report, together with the written appeal, shall be placed in the employee's personnel file. No report that is being appealed shall be placed in an employee's personnel file until the appeal process has been completed.
- G. "Days" as defined in this rule are workdays when both parties are on duty.
- H. **PERSONNEL FILE.** Each employee shall have the right, by appointment, to review the contents of his/her personnel file. At the employee's request a representative may accompany the employee in this review. Normally, such review shall be permitted twice per fiscal year.

#### **14.2 PERFORMANCE REPORTS PROCEDURE FOR LIMITED TERM/PROVISIONAL EMPLOYEES**

Performance reports for employees in limited term/provisional status shall be made on the Personnel Commission prescribed form at the discretion of the site manager or supervisor.