

Riverside County Regional Park and Open-Space District Policy

Subject:	<u>Policy Number</u>	<u>Page</u>
EMPLOYEE PERFORMANCE EVALUATION REPORTS	1b	1 of 3

POLICY:

1. It is the intent of this policy to provide managers, supervisors and other staff with methods and procedures to evaluate the performance of regular employees.

The purposes of this policy include the following:

- a. Establish a system whereby all Permanent and Seasonal employees are evaluated on their job performance on a consistent and timely basis;
 - b. Ensure that the citizens of Riverside County are best served by the employment of qualified managers and employees;
 - c. Provide a basis for the recognition of performance on the part of employees and managers;
 - d. Improve communications and facilitate performance discussions by and between supervisors and employees;
 - e. Provide a sound basis for identifying deficiencies in employee performance and developing plans for improvement;
 - f. Provide a comprehensive vehicle for the communication and implementation of Board of Supervisors' direction and policies; and
 - g. Encourage formal discussion of annual goals and objectives between supervisors and employees throughout the District.
2. The District General Manager, managers and supervisors shall prepare, or cause to be prepared, a written, confidential evaluation of the performance of each Permanent and Seasonal employee assigned to their management responsibility. Evaluations shall be in a form prescribed by the District, as reviewed by the Human Resources Department, but shall comply with the principles set forth in Board of Supervisors' Policy C-21.

Riverside County Regional Park and Open-Space District Policy

Subject:	<u>Policy Number</u>	<u>Page</u>
EMPLOYEE PERFORMANCE EVALUATION REPORTS	1b	2 of 3

POLICY:

3. The frequency of evaluations prescribed by this policy shall be as follows:
 - a. During any probationary period, an employee shall be evaluated at no less than three-month intervals until the expiration of his/her probation. Probationary employees may be evaluated on a more frequent basis if desired.
 - b. All other regular employees of the District shall be evaluated on an annual basis, approximately on the anniversary of their initial employment with the District or on the anniversary of promotion or entry into their current job classification.
 - c. Employees receiving an overall "Improvement Needed" or "Unacceptable" evaluation shall be reevaluated no later than 90 days from the date of the last evaluation.
 - d. Additional evaluations may be conducted at any time at the discretion of the General Manager. This policy in its entirety shall apply to these additional or special evaluations.
4. The Assistant General Manager, Administration and Planning, or his designee, will administer the Performance Evaluation Program by directing the following:
 - a. Instructing new managers and supervisors in the requirements of the performance evaluation program;
 - b. Reviewing and approving departmental policies and procedures implementing the performance evaluation program;
 - c. Monitoring, at least quarterly, the timeliness of employee evaluations; and,
 - d. Making modifications, from time to time as necessary, in the implementation of the performance evaluation program.
5. Evaluations shall be given in writing and based on agreed upon performance or achievement goals. These goals shall be set initially between the supervisor and employee and adjusted annually as part of the evaluation process.

Riverside County Regional Park and Open-Space District Policy

Subject:	Policy <u>Number</u>	<u>Page</u>
EMPLOYEE PERFORMANCE EVALUATION REPORTS	1b	3 of 3

POLICY:

6. Evaluations should rate an employee's overall job performance as:
 - 1) Unacceptable
 - 2) Improvement Needed
 - 3) Meets Performance Standards (Satisfactory)
 - 4) Exceeds Performance Standards
 - 5) Outstanding
7. Evaluations will provide an opportunity for an employee who disagrees with his/her performance evaluation to comment, in writing, regarding that evaluation. This written response, and supporting documentation submitted by the employee, will be attached to, and become a part of the evaluation, which upon completion will be filed in the employee's personnel file. No appeal of the substance of the evaluation will be allowed, except as may be provided by ordinance or collective bargaining agreement. Any action of the District to reduce an employee, in step or pay, shall be processed as a disciplinary action.
8. Anytime a supervisor anticipates giving an employee an overall rating of "Unacceptable" or "Improvement Needed," the District will notify the Human Resources Department and seek its review and support of the evaluation.
9. Anytime a supervisor gives an employee a rating of "Unacceptable" or "Improvement Needed," that rating will be accompanied with a specific description of the behavior or actions that are found to be failing. In addition, the evaluation will include a specific plan of improvement, describing to the employee the steps necessary to become a satisfactory employee in those areas.
10. Anytime a supervisor gives an employee a rating of "Satisfactory," "Exceeds Performance Standards," or "Outstanding," it shall be substantiated by factual reasons. These comments will also serve to motivate employees, who receive less than an "Outstanding" rating, to strive for a high level of performance.

Reference: Board of Supervisor's Policy C-21