



Performance Appraisal Policy

Effective Date: November 2020

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Approver(s)	Human Resources Director
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Related Standards	N/A
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IS Next Review Date	October 2022
IS Review Cycle	Every two years

1. PURPOSE

To provide regulations concerning performance appraisal procedures for county employees.

2. SCOPE

This policy affects all Board of Commissioners' Employees. If you have questions regarding this policy, contact Human Resources.

3. POLICY

It is the policy of the County that the job performance of each employee shall be evaluated periodically by the employee's immediate supervisor.

PROCEDURES

A. The performance appraisal consists of a written evaluation of the employee's job performance, the supervisor's documentation and recommendations. It also includes performance goals for the next evaluation period. The appraisal may also be used to identify the employee's training needs.

B. Using the job performance documentation which has been written during the year, the supervisor will rate the employee's performance using the appropriate rating scale based on the appraisal method being used.

C. Performance appraisals shall be completed and submitted based on a timeline distributed by Human Resources. All appraisals are completed near the end of each calendar year.

D. Supervisors are encouraged to keep informal written records of significant events and examples of job performance for the employees under their supervision.

E. Employees who disagree with their appraisal should submit in writing to their supervisor the reason for disagreement. If no change is made after supervisory consideration, the employee may take his/her concerns to the next management level. If the employee remains in disagreement, he/she may take his/her concerns to the department/agency head who is responsible for the final disposition of the appraisal.

F. Progress discussions will be conducted with employees by their supervisors at least once during the rating period.

G. The Human Resources Department is responsible for:

Performance Appraisal Policy Manual

Charles R. McConnell



Performance Appraisal Policy Manual:

Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01

This resource helps dental practices develop an office policy manual. Includes sample policies, forms, and worksheets to help craft the perfect policy for your dental employee handbook. With 99 sample dental office policies, sample dental job descriptions, templates for forms, worksheets, and checklists, and explanations of at-will employment. Also offers information on dental staff training including OSHA and HIPAA. Major Dialogues in Performance Appraisal Felicia O. Chukwuneke PhD., 2022-09-01. Appraising performance is an activity that starts from birth and ends in death. It is about life and living. It is life-long experience. It is on-going in all work settings. It is about employee empowerment. It is an intentional act of self-driven activities aimed at achieving identified targets and rewards. When it is truly employee-driven, intentional, and empowering, the exercise becomes reassuring, comforting, and satisfying, irrespective of the work setting or type of worker. Paradoxically, appraisal activities in formal work settings tend to ginger up apprehension, stress, and discomfort. Why so? This book is visualized as a collection of dialogues. Each one represents a focus on the core issues, tools, methods, strategies, policies, and orientation that impact on life-long performance appraisal. **The Health Care Manager's Human Resources**

Handbook Charles R. McConnell, 2013. McConnell provides a resource for healthcare department managers who must relate to and work with their HR departments and manage their personnel. He explores strategies to gain the most value out of an organization's HR department. **Performance Appraisal Manual for Managers and Supervisors** William S.

Hubbartt, 1992. **The Performance Appraisal Handbook** Amy DelPo, 2007. The Performance Appraisal Handbook is a must-read for every manager whether they're writing a performance review for the first time or the hundredth. It's packed with the information and tools you need to make their company's appraisal process work better for everyone. Readers will know how to write and conduct effective appraisals, how to prevent potential lawsuits stemming from an appraisal, essential employment law basics. The 2nd edition is completely updated with latest laws and provides sample forms and policies. Also, there is now going to be a CD-ROM which will include the forms, checklists, and quizzes from the book. **Handbook of**

Human Resources Management in Government Stephen E. Condrey, 2005-04-18. In this thoroughly updated edition of a classic reference, Stephen E. Condrey brings together leading experts in public administration and HR management to detail how you can move beyond your often limited problem-solving role as an HR manager and demonstrate how you can play a more strategic role in your organization. Deal with crucial issues such as diversity, EEO regulations, and other legal issues, compensation, sexual harassment, and performance appraisal. Expand your ability to maximize productivity, efficiency, and employee satisfaction. Develop budgets, use volunteers, and employ consultants. Also included with purchase is a free supplemental online Instructor's Manual. Order your copy now. *How to Develop a Personnel Policy Manual* Joseph W. R. Lawson, 1990. A personnel policy manual that clearly articulates company policy to its management can improve the sense of

mission coordinate effort more efficiently and improve management morale and by extension employee morale Includes more than 250 sample policy forms covering all types of organizations Simple to use clearly stated directions in a step by step format *Group Practice Personnel Policies Manual* Courtney Price, PhD,1997 **Novick & Morrow's Public Health Administration: Principles for Population-Based Management** Leiyu Shi,James A. Johnson,2020-10-05 Under the direction of lead editors Leiyu Shi and James A Johnson the Fourth Edition of Public Health Administration Principles for Population Based Management examines the many events advances and challenges in the United States and the world since the publication of the prior edition With contributions from experts in areas ranging from workforce to community based prevention to emergency preparedness this timely and thorough revision offers detailed comprehensive coverage of current relevant issues for students as well as practicing public health administrators This edition also addresses new perspectives of evidence based public health systems thinking accountable care organizations social entrepreneurship integrated information management disaster preparedness and response and social media **Sport Business Management** Lori K. Miller,1997 In this unique text you ll find practical business theory and professional practice guidelines specifically for the sport business manager The basics of running a for profit sport business as well as influential management tips for survival in the 1990s make this an ideal book for sport businesses **Managing Compensation (and Understanding It Too)** Donald L. Caruth,Gail D. Handlogten,2001-02-28 This text is a lively well written and carefully illustrated guide to the mysteries and mystique of how people are compensated for their efforts in all types of organizations With clear discussions of what works what doesn t and why this intensely practical handbook it covers such topics as job evaluation job pricing employee benefit programs pay for performance and the compensation of executives sales personnel and international employees Executives and managers with no special training in pay determination and management will find it an easily accessible handbook that not only makes clear how compensation systems are conceived and developed but most importantly how they are implemented and administrated Its logical presentation and full coverage makes the book valuable as a text for upper level college students as well as a solid instructional resource for teachers The authors open with an overview of compensation and its role in organizations and then move to the legal environment in which compensation is embedded and the laws that govern it They describe current and traditional views of motivation and elucidate the importance of job analysis and its end products job description and job specification The role of compensation surveys and their use in assigning monetary rates to jobs are discussed A topic of special interest to executives in New Economy organizations will be the purpose and importance of benefits particularly indirect monetary compensation stock options and other pay for performance incentives Caruth and Handlogten address the challange of compensating teams and pay special attention to the often unique problem of compensating uppermost management sales people and employees abroad The text concludes with practical suggestions for the on going maintenance and management of compensation systems and how to adapt them to changing organizational

circumstances

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Kalal,2025-04-11 The textbook covers all the chapters outlined in the revised curriculum for the BSc Nursing programme The content presentation is organized with clear headings bullet points and charts to enhance accessibility and understanding Diagrams flowcharts and tables have been used to simplify intricate concepts for effortless reference Each chapter aligns with current healthcare regulations safety guidelines and ethical standards in nursing management and leadership The book is beneficial for nursing students educators and professionals at all levels who wish to enhance their leadership and management abilities End of chapter multiple choice questions short and long answer questions assist students in preparing for competitive examinations It promises to enhance the administration capabilities of nurses in a variety of healthcare environments by incorporating the most recent research and evidence based practices Appendix Case based discussions formats scenario based learning and self assessment exercises have been covered Digital Resources Complimentary access to MCQs along with the e book is provided *A Guide to Management Reviews of Public Housing Agencies* McHenry

Company,1985 **Nursing Administration Handbook** Howard S. Rowland, Beatrice L. Rowland,1997 With the recent new and radical developments in the health care field that have been introduced at a breathless pace nurse administrators must work to stay informed of the developments that affect their nursing departments both directly and indirectly The Nursing Administration Handbook has a long track record both as a textbook and as a hands on tool for nurse executives seeking insight and step by step guidance in all aspects of administration The fourth edition of this text surveys the entire field of nursing administration and incorporates the most significant new developments and current practices *Human Resource*

Management in Health Care L. Fleming Fallon Jr., Charles R. McConnell,2013-08-16 This book introduces human resources to practitioners and students in all disciplines related to health care and health service It covers important topics such as recruitment training termination legal issues labor unions and more Each chapter is introduced by a case study related to the material that follows and is resolved at the conclusion of each chapter along with expert commentary and practical suggestions that can be used in the real world Many examples and a number of sample forms and documents are included This edition has been re organized to reflect a better chapter flow and organization and offers all data updated throughout a new section on health care legislation a new section in each chapter Customer Service Box that emphasizes the importance of customer service in the context of the material presented in the chapter and completely revised instructor ancillary material *The Nonprofit Manager's Resource Directory* Ronald A. Landskroner,2002-04-30 A newly revised and updated

edition of the ultimate resource for nonprofit managers If you are a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers

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Federal Supplement, 1984 *Professional Practice for Interior Designers* Christine M. Piotrowski, 2001-10-22 The tools needed to create and manage a thriving interior design practice This essential sourcebook provides all of the information needed to establish and manage a productive profitable interior design firm Filled with savvy business and career advice Professional Practice for Interior Designers Third Edition delivers updated and expanded coverage of the full range of legal financial management marketing administrative and ethical issues faced by sole practitioners firm principals and managers This comprehensive reference lays out clear practical guidelines on how to structure a contract and prevent legal problems work with other designers allied professionals clients and vendors and calculate fees that are both fair and profitable Recommended reading for NCIDQ candidates it offers easy to follow tips and instruction on how to Write and implement a successful business plan Choose the right form of business to fit specific needs Institute strategic planning Develop effective promotional tools Manage finances and set up a computerized accounting system Manage employees and team members Establishing a comprehensive foundation for effective business practice Professional Practice for Interior Designers Third Edition is the one stop resource that no interior designer can afford to be without

The Physician Manager's Handbook Robert J. Solomon, 1997 Physicians are increasingly taking on new roles as executives and managers in today's health care delivery system This work provides an overview of the essential business management skills that physician managers need to succeed

Leisure Services Management Amy R. Hurd, Robert J. Barcelona, Jo An M. Zimmerman, 2023-10-31 Leisure Services Management Third Edition outlines essential knowledge and competencies for successful leisure managers The text prepares students for the Certified Park and Recreation Professional CPRP exam and for careers in commercial recreation public agencies and the nonprofit sector

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