

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.11 PERFORMANCE EVALUATIONS

(OAC 123:1-29)

A. Introduction

The performance evaluation process of the Scioto County Board of Developmental Disabilities is intended to develop communication between the supervisors and the people they supervise. The resulting ratings are used in considering candidates for promotion, and also as a basis for the continuation or discontinuance of employment.

The goals of the performance evaluation are to:

1. Uniformly and objectively rate staff members' performances;
2. Provide an opportunity for the staff member to recognize and correct specific performance problems and to clarify expectations;
3. Provide a means of communication between the staff member and his/her supervisor;
4. Provide data on which to base promotional selection decisions;
5. Provide a basis to make pay decisions;
6. Reveal conditions that attribute to poor morale or low productivity;
7. Enable the supervisor to detect gaps and limitation in his/her own supervisory performance;
8. Provide a means of establishing mutually agreed goals and objectives for the coming period.

B. Policy

1. The content of the performance evaluation is not subject to the grievance policy, but may be responded to in writing. This response will be maintained along with the evaluation in the employee's personnel file.
2. Frequency of Evaluations
 - a. Probationary Period

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Probationary employees are to be rated a minimum of twice during the probationary period. The first evaluation is to be made at the end of the first half of the probationary period. The final evaluation is to be made within ten working days prior to the end of the probationary period. If the employee has been given a probationary removal between these two dates, the final evaluation should be made at the time of the probationary removal.

If the probationary period has been satisfactorily completed, the entry “employee to be retained” shall be made on the last evaluation form which is then signed by the Superintendent. If the probationary period has not been satisfactorily completed, the entry “probationary removal” shall be made at that point.

b. Annual Evaluations

All staff members who are not on probationary status are to be rated once a year. The evaluation should cover the staff member’s performance during the entire year preceding the date of rating, or during the time since completion of his/her probationary period.

c. Special Evaluations

Use may be made of additional evaluations at the discretion of the Board for the Superintendent and for other employees at the discretion of the Superintendent or department supervisor.

C. Conducting Performance Evaluations

1. Supervisors have the primary responsibility for initiating, scheduling and completing performance evaluations.
2. Each staff member will be evaluated against the established position description for his/her assignment.
3. The supervisor will meet with the staff member to review concerns, expectations, duties and responsibilities and to set measurable objectives for the next evaluation period. The staff member will be given the opportunity to read the appraisal, ask questions and comment in writing about the appraisal document. The staff member must sign the appraisal document indicating he/she has been given this opportunity.
4. The completed performance appraisal, including any staff member comments, will be placed in the staff member’s personnel file.