

- A. Each Appointing Authority shall adopt an employee performance management process which provides for employee performance appraisals on at least an annual basis.
- B. All employees, except those exempted by the County Administrator, are to be given a written appraisal of their job performance at least annually.
- C. Performance appraisals are to be used as a tool to evaluate the level of performance of an employee.
- D. In accordance with the Performance Management Educational Guide, managers and supervisors responsible for appraising direct reports are to:
 - 1. Conduct a minimum of one progress review discussion with each employee per appraisal cycle, and
 - 2. Provide written mid-probation appraisals to employees serving any type of probationary period, with the exception of promotion probation which only requires an end-of-probation appraisal.