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.