

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.17
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; August 21, 2008; January 2, 2019; March 21, 2022; July 29, 2022
CHAPTER: Human Resources		Related Policy: APM, Chapter 3, Section 48, Issue 7 and Chapter 3, Section 54, Issue 134/1/9 8; LCPOA Labor Contract; AFSCME Labor Contract
SUBJECT: Performance Evaluations		Related Laws:

POLICY: The administration of performance evaluations will be completed in conformance with established Sheriff's Office procedures. It should be noted that the performance evaluation is one of the most important and continuing responsibilities of every supervisor. The rating takes place over an entire year, or even more often during an employee's probationary period, and is an ongoing process.

The performance ratings system, when done properly, is an important tool to improve employee morale and attitudes toward their supervisor, their job, and their future with the agency and so deserves full attention and best effort.

RULE:

1. Employees will receive performance evaluations. Those evaluations will be completed at the six month mark for probationary employee's and then at the twelve month mark. Employees who have an eighteen month probation will also receive an evaluation at the eighteen month mark. Employees off probation will receive an annual performance evaluation based on their merit date.
2. In the event an employee's evaluation is not completed within thirty (30) calendar days of when due, the following pay period the employee shall advance to the next higher pay step in their classification.

PROCEDURE:

- I. Performance Evaluations
 - A. Supervisory personnel are responsible for the accuracy, fairness, and justification of all performance evaluations of their subordinates. It is absolutely imperative that evaluations be completed in a timely fashion.
 - B. Evaluation forms are found on InsideLane, the County intranet webpage, under Sheriff's Office – Forms. Supervisors must justify on the evaluation form

anytime an employee's rating fits in the category of needs improvement or exceeds expectations. This is done by providing documentation such as documented coaching, discipline, accolades or anything else that provides justification for the rating.

- C. Supervisors and managers yearly evaluations will include a 360 review as part of the evaluation. The 360 review is an important part of developing as a supervisor and can assist with feedback.
- D. Employees should be counseled frequently during the rating period. Guidance, instruction, and help should be given when it is needed, if performance needs improvement, not just at the annual performance evaluation.
- E. Performance evaluation reports should be a documented summary of the employee's performance throughout the evaluation period. It is imperative that supervisors/managers keep a written record of any counseling sessions regarding performance issues. This written documentation should be placed in the evaluation file for reference during the evaluation process.

II. Scoring

- A. Non-supervisory employees are scored on eight factors. The supervisor will rate the employee in each section as: Needs Improvement, Successful or Exceeds Expectations.
 - 1. Needs Improvement – Three or more, equals needs improvement overall score.
 - 2. Successful – Four to Eight, equals successful overall score.
 - 3. Exceeds Expectations – Seven or Eight, equal exceeds expectations overall score.
- B. Supervisory employees are scored on fourteen factors. Their supervisor will rate each section as: Needs Improvement, Successful or Exceeds Expectations.
 - 1. Needs Improvement – Four or more, equals needs improvement overall score.
 - 2. Successful – Five to Fourteen, equals successful overall score.
 - 3. Exceeds Expectations – Twelve to Fourteen, equals exceeds expectations overall score.
- C. Any employee who receives a needs improvement rating in any area of the evaluation, cannot receive an overall exceeds expectation rating.