

- 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, employees serving any type of probation are to be given a written appraisal of their performance at the mid-point of any type of probationary period and progress review discussions are to be conducted with the employee.