

ARTICLE VI EVALUATION

6.1 **General Provisions:** Each employee is expected to maintain high standards of performance. The work performance of each employee shall be evaluated at the midpoint of the probationary period, at the conclusion of the probationary period, and annually thereafter on the employee's anniversary date. A special evaluation may be prepared by the employee's appointing authority at any time when warranted by either outstanding work performance or when work performance is unsatisfactory. In addition, a special evaluation will be prepared by an employee's appointing authority at an employee's written request but no more frequently than once between annual evaluations. In addition, the Personnel Office may request a report from the appointing authority on the overall performance of any employee, at any time.

- A. Evaluation documents become a permanent part of the employee's personnel file.
- B. It is the duty of the appointing authority during the probationary period of each employee in the department to investigate thoroughly the probationer's adjustment, performance and general acceptability, and to keep the probationer advised of his/her progress and to determine whether or not the probationer is fully qualified for permanent appointment. At least fifteen (15) working days prior to the completion of the probationary period, the appointing authority shall submit a completed evaluation form to the Personnel Officer and provide a copy to the employee.
- C. Violations of this section are subject to the grievance procedure. However, the actual ratings or comments made on an evaluation are not subject to mediation and/or binding arbitration or grievance unless they form the basis for a performance improvement plan or discipline. Employees shall not be entitled to union representation at the initial evaluation meeting with the supervisor, unless the previous evaluation received by the employee was less than satisfactory or the employee is on a performance improvement plan.
- D. No complaint against an employee may be referred to in an evaluation unless the employee has been made aware of the details of the complaint within thirty (30) days that the County became aware of the complaint.
- E. The employee shall have the right to file a response within ten working days of receipt of the evaluation, including any attachments, witness statements, or the like. The response shall be attached to any copy of the evaluation maintained by County.

6.2 **Performance Improvement Plan:** If an employee receives a substandard evaluation, the appointing authority may prepare a performance improvement plan to provide clear direction to an employee whose performance is substandard. Performance Improvement Plans are described in detail in Article XII.

6.3 **Probationary Period:** All employees in permanent positions shall be subject to a probationary period. A probationary period will commence upon the effective date of hire into a permanent position, including promotion. Service prior to a permanent appointment shall, upon

recommendation of the department head and approval by the Personnel Officer, be counted as part of the probationary period, providing the temporary or provisional continuous service was in the same class as the position to which the probationary appointment is made. The regular probationary period for all employees represented by this Agreement ~~and hired prior to the effective date of this Agreement~~ shall be six (6) months. ~~The regular probationary period for all employees represented by this Agreement and hired after the effective date of this Agreement shall be twelve (12) months. The promotional probationary period for all employees represented by this Agreement shall be six (6) months.~~ The probationary period for the ~~District Attorney Investigator class series~~, employees of the Probation Department, including the Bar-O Boy's Ranch and Juvenile Hall, with the exception of clerical, cook and laundry workers, shall be twelve (12) months ~~in any case~~. An employee attains permanent status upon successful completion of the prescribed probationary period, and execution of the appropriate personnel action form.

- 6.4 **Extension of Probationary Period:** The appointing authority may, request an extension of the **promotional** probationary period up to a total of six (6) additional months for an employee. Written extension requests are to be submitted for review to the Personnel Officer at least fifteen (15) working days prior to the end of the probationary period. The request shall contain the reasons and justification for the extension, and the duration of the extension requested. The request shall be accompanied by an employee's performance report and, when required by the Personnel officer, a performance improvement plan. If approved by the Personnel Officer, the employee shall be notified in writing by his/her appointing authority of the extension of his/her probationary period and the specific reasons for the extension. An employee attains permanent status upon successful completion of the probationary period, and execution of the appropriate personnel action form.
- 6.5 **Probationary Service:** A newly hired employee is subject to separation from County service at any time during the prescribed probationary period, without right of appeal or hearing, except as may otherwise be required by law. In case of a probationary termination, the appointing authority shall notify the probationary employee in writing of the fact that he or she is being separated from County service. Notice shall be provided at least fifteen (15) working days prior to the end of the probationary period. In case of a promoted employee who fails to complete the probationary period following promotion, every reasonable attempt will be made to reinstate the employee to his/her previous position, provided that said position is vacant. If the employee's previous position is not vacant, every reasonable attempt will be made to place the employee in a vacant position within the Department that has equivalent pay and benefits to that of the previously held position and for which the employee is duly qualified for.
- 6.6 **Department Personnel File:** Upon separation from any County department, the County shall provide the employee with a copy of the employee's departmental personnel files upon the employee's written request within ten (10) working days.

TENTATIVE AGREEMENT

COUNTY OF DEL NORTE:

SERVICE EMPLOYEES
INTERNATIONAL UNION LOCAL
1021

Jay Swain

Date: 10/1/13

John A. ...

Date: 10/1/13