



<b>Policy 3.7</b>	<b>Performance Appraisals</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12			

## **PERFORMANCE APPRAISALS**

**3.7**

### **POLICY**

It is the policy of DuPage County to provide and maintain a Performance Appraisal system which promotes individual development and job satisfaction and evaluates an employee based on job performance and productivity.

### **ELIGIBILITY**

- All full-time and part-time employees under County Board Jurisdiction.
- Temporary employees under County Board Jurisdiction within an established classification may be eligible for performance appraisals at the discretion of the Department Head.

### **GUIDELINES**

- A. The performance appraisal process is used to provide employees with documentation of their job performance to provide an opportunity to discuss ways and means for improvement, such as additional training, and to improve employee's job satisfaction and morale by indicating to their supervisor their interest in job progress and personal development.
- B. Performance appraisals shall be considered in determining salary increases, order of layoff, transfer, recall and as a means for identifying which employees should be promoted, demoted or terminated.
- C. Employees with more than one (1) year of service in their current position are normally eligible for a performance appraisal each year.
- D. Newly hired employees are normally eligible for a performance appraisal at the end of six (6) months.
- E. If an employee is out on any leave of absence or worker's compensation when their performance appraisal is due, they should receive the performance appraisal within sixty (60) days upon their return.

## PROCEDURES

1. [Performance Appraisal Forms](#) are available on the internet under Human Resources tab.
2. During the performance appraisal meeting, the supervisor and employee should discuss each portion of the form, focus on the employee's performance, and set written goals for the future.
3. The employee is encouraged to write any comments they may have under "Employee Comments" and to sign the performance appraisal within one (1) week. Employees can offer comments at any time.
4. The completed performance appraisal form should be forwarded to a Human Resources Representative. The employee shall also receive a copy of their evaluation. The original performance appraisal form shall be filed in the employee's personnel file.