

CERTIFICATION OF EMPLOYEE PERFORMANCE EVALUATION PLAN

TO: Compensation Board

FROM: _____
Officer/Locality

The employee performance evaluation plan currently in effect for this office, adopted on _____, incorporates all of the following features:
(date)

1. JOB DESCRIPTION

A detailed job description is maintained for each permanent employee which provides the elements for evaluation on the employee's performance plan.

2. WRITTEN PERFORMANCE PLAN

Each employee's performance plan identifies and prioritizes job elements based upon the employee's job description, states expectations for the acceptable level of performance for each job element, and addresses the extent to which external factors impact the employee's ability to perform the job. Factors which are not related to the job, such as race, sex, religion, level of salary or physical condition, are not considered in the evaluation process.

3. PERFORMANCE EVALUATION AND INTERVIEW WITH EMPLOYEE

The performance plan and evaluation expectations are discussed by the employee and his/her immediate supervisor at the beginning of the performance cycle and in at least one interview every 12 months. These meetings address ways to improve performance, note areas of improvement already achieved, and provide a forum for discussion of goals, expectations, and factors affecting performance.

4. SIGNATURES OF EMPLOYEE AND IMMEDIATE SUPERVISOR

Both the employee and the employee's immediate supervisor sign the performance plan and the evaluation; copies are made available to the employee and the originals are maintained in the employee's permanent personnel file.

Signed: _____ Date: _____