

**BREVARD COUNTY
MERIT SYSTEM PROCEDURES
PROCEDURE XI**

Title: **EMPLOYEE PERFORMANCE EVALUATION**

I. PURPOSE AND SCOPE

To implement the Employee Performance Evaluation Policy.

II. DEFINITIONS AND REFERENCES

Merit System Policy XI, Employee Performance Evaluation

A rating of "Needs Improvement" shall mean a non-supervisory employee who has three (3) or more factors rated as 1 (one); a supervisory employee who receives two (2) or more factors rated as 1 (one); or any employee who receives an overall rating of 1.99 or below.

III. ANNUAL AND SEMI-ANNUAL, INFORMAL EVALUATIONS

Employees shall receive an annual performance evaluation, which shall become a permanent part of the employee's official personnel file. Upon an employee filing a timely grievance, no performance evaluation shall be placed in the employee's departmental or official Human Resources personnel file until all steps of the grievance procedure have been completed. Upon completion of the grievance process, only such performance evaluations that have been upheld or modified shall be placed in the employee's departmental and/or official Human Resources personnel file. Additionally, an employee shall be entitled to a six month informal performance evaluation which shall not become a permanent part of the employee's permanent personnel file.

IV. EVALUATORS

Where an employee's supervisor changes, the employee shall have the right to request that no performance evaluation be conducted until the supervisor has actually supervised the employee for a minimum period of three months. In such cases, the employee's latest annual performance evaluation shall remain in full force and effect until a new evaluation is completed.

V. SPECIAL EVALUATIONS

If an employee receives rating at the "Needs Improvement" level, and is not dismissed, the supervisor shall work with the employee in an effort to bring performance up to required levels. In such instances the employee shall have his/her performance reevaluated at least every sixty (60) days until the performance has improved to at least the "Successful Performer" level or the employee is removed from the position.

VI. REVIEW OF PERFORMANCE EVALUATIONS

Performance evaluations which result in an overall evaluation score of 4.50 to 5.0 (“Exceptional Performer) or 1.99 or below (“Needs Improvement”) shall require an additional review at the Manager level or higher up to the Department/Office Director level.

VII. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Procedure is reserved to the County Manager.