



## **PERSONNEL POLICY**

### **SUBJECT: PERFORMANCE APPRAISALS**

DATE: January 1, 2017

Number: 322-16

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#### **I. Statement of the Policy**

The purpose of the Performance Appraisal Plan is to improve management of Fulton County resources, to improve communication with employees regarding various elements of their jobs and how they are performing with regard to each element, to maximize employee productivity, to determine the training needs of employees, and to provide information to employees, supervisors, and managers for use in making work-related or administrative decisions.

The Performance Appraisal Plan is a three-phase process. These phases are:

- a. Performance Planning Conference
- b. Progress Review Meetings, and
- c. Performance Appraisal Conference

#### **II. Background and Applicability**

The Performance Appraisal Plan applies to all permanent County employees, both classified and unclassified.

#### **III. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



## PERSONNEL PROCEDURE

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#### I. Performance Appraisal Plan

Performance Appraisal Plans will be prepared for employees on an annual basis. The Plan will be prepared by the employee's Appointing Authority with input from other supervisors, if applicable.

Appointing Authorities should meet with each employee to review his/her Performance Appraisal Plan and to answer questions and provide any additional feedback requested. The employee should be given the opportunity to write any desired comments in the "employee comments" section of the Plan. The employee and Appointing Authority should both sign the Plan. If the employee refuses to sign, this should be noted in writing by the Appointing Authority on the review form. A copy of the final, signed Performance Appraisal Plan must be sent to the Department of Human Resources Management to be included in the employee's personnel file.

In the County's discretion, employees may also be required to submit to other review and performance appraisal processes, such as a 360 degree review.

#### II. Performance Improvement Plan

**Classified** employees who receive a "failing" or "needs improvement" rating must be put on a Performance Improvement Plan as set forth in Fulton County's Discipline for Classified Employees Policy. Unclassified employees who receive a "failing" or "needs improvement" rating may be put on a Performance Improvement Plan at the discretion of the Appointing Authority.

#### III. Appeal

Employees receiving a "failing" or "needs improvement" rating have the right to contact the HR Performance Unit within the Department of Human Resources Management to have their ratings reevaluated. All decisions of the HR performance unit are final and cannot be grieved to the Grievance Review Committee. Any classified

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employee who is demoted or dismissed as the result of Performance reviews may file an appeal to the Personnel Board.

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