

## TENTATIVE AGREEMENT

### COUNTY COUNTER v1 to UP#1

#### ARTICLE 12: EMPLOYEE RIGHTS AND BENEFITS

##### 12.1 Employee Records

###### a) Employee Performance Evaluation

The County reserves the right to determine the method, the means and the timing or necessity for employee performance evaluations, subject only to the following provisions:

An employee shall be formally evaluated at least annually by the employee's immediate supervisor. However, an employee who is at Step I of the salary range may, at the discretion of the supervisor, be formally evaluated at least bi-annually. Evaluation factors shall be job-related. Performance deficiencies, if any and necessary corrective actions will be documented in formal evaluations. Evaluations shall include space for employee comments and additional employee comments may be attached. Employees shall have thirty (30) calendar days after receipt to submit their response to their supervisor.

Performance evaluations are intended to accurately reflect an employee's performance, including areas that are done well, and shall not be punitive. Any areas identified as needing improvement shall include specific feedback.

Performance evaluations of only full-time and part-time employees which deny a merit salary increase or have an overall rating of unsatisfactory may be grieved through the Third Step of the Grievance Procedure established under this Memorandum for a final decision.

\*No other changes to this section except as provided herein.

