

III. APPOINTED OFFICIALS PERFORMANCE EVALUATIONS

4300.000

The Scotts Bluff County Commissioners recognize their responsibility to appointed officials; therefore, they will conduct a formal Performance Review and Appraisal Session for each appointed employee annually in his/her anniversary date. By so doing, they can give timely feedback to each appointed official on their performance and progress on the job. During the sessions, the Commissioners desire for a two-way discussion and the appointed official will be given the opportunity to ask questions and state their viewpoint.
(Revised 3/21/11)

The appointed officials' evaluation process has been developed to allow the official ample opportunity to communicate to the board their department's progress, goals, challenges and needs each year. The evaluation process consists of a six month probationary appraisal report followed by annual evaluations.

Probationary Appraisal: The Scotts Bluff County Appraisal Form will be used for discussion purposes during the evaluation meeting. The Official is expected to be prepared to discuss his/her progress and/or opinions on the topics outlined. The Chairman of the County Board's delegate/representative will complete the Scotts Bluff County Appraisal Form in accordance with established evaluation procedures upon completion of the probationary official's evaluation discussion. The final evaluation forms will be reviewed with the Official by the Chairman of the County Board's delegate/representative. The Chairman of the County Board's delegate/representative will brief the Board Chairman of the evaluation. The Board Chairman will sign off on all evaluations. All forms will be maintained in the employee's Personnel File with a copy provided to the Official.

Annual Evaluations: After one year of employment, all Appointed Officials are evaluated by the Chairman of the County Board's delegate/representative annually.

This evaluation will be conducted in accordance with the established evaluation procedure. The evaluation may use the preceding years evaluation as the baseline upon which this evaluation is conducted. The Appointed Official is required to complete a narrative response to the questions contained in the Scotts Bluff County Appraisal Form and submit to the Chairman of the County Board's delegate/representative for review prior to his/her evaluation. This report will be the basis of the evaluation discussion between the Official and the Chairman of the County Board's delegate/representative. After completion of the evaluation discussion, the Chairman of the County Board's delegate/representative will complete the Scotts Bluff County Appraisal Form.

The final evaluation forms will be reviewed with the Official by the Chairman of the County Board's delegate/representative. The Chairman of the County Board's delegate/representative will brief the Board Chairman of the evaluation. The Board Chairman will sign off on all evaluations. If Chairman of the County Board is the delegate/representative, Vice Chairman will sign off on the evaluation. All forms will be maintained in the employee's Personnel File with a copy provided to the Official. (Adopted 5/17/99) (Revised 9/03/02)