
Evaluation of Employees

320.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to document work performance for both the Department and the employee, acknowledge good work and guide employees for improvement.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Exceeds Performance - Performance which consistently exceeds the requirements of the position.

Meets Performance - Performance that is fully acceptable and consistently meets the position standards adequately and competently.

Below Standards Performance - Performance that is less than expected of a fully competent employee and/or does not meet the requirements of the position.

Incomplete - Employee was on protected or unprotected leave during the period of time being evaluated.

320.2 AUTHORITY AND REFERENCES

- California Government Code § 3300, Public Safety Officers Procedural Bill of Rights Act (POBRA);
- County of Riverside Board of Supervisors Policy C-21, Employee Performance Evaluation Reports;
- Resolution Number 2012- 243: A resolution between the County of Riverside and other agencies providing salaries and related matters for exempt management, management, confidential, and other unrepresented employees.

320.3 POLICY

The Riverside County Probation Department utilizes a performance evaluation report to measure performance and to document the ongoing dialogue between an employee and the supervisor. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

Evaluations for department managers are conducted pursuant to Resolution Number 2012- 243: A resolution between the County of Riverside and other agencies providing salaries and related matters for exempt management, management, confidential, and other unrepresented employees.

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320.4 EVALUATION PROCESS

Evaluation reports shall be completed at least annually, will cover a specific period of time, and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and non-sworn supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of appointment to a supervisory position.

Each supervisor should discuss the tasks of the position, standards of performance expected, future goals and the evaluation criteria with each employee at the beginning and periodically throughout the rating period.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise. Supervisory personnel are encouraged to meet individually with non-probationary subordinate employees at least once per quarter, and probationary subordinate employees at least monthly.

Evaluations are given in writing and are based on position specific competencies, goals and objectives. The narrative portion of the performance evaluation includes a clear written statement indicating that the employee's overall job performance Exceeds Performance, Meets Performance or is Below Standards Performance.

Regardless of how many days worked during the evaluation period, staff shall be evaluated for their performance during the days worked and receive an overall Exceeds Performance, Meets Performance, or Below Performance for that timeframe. An overall Incomplete rating shall only be used when an employee has been absent for work during the entire evaluation period.

In accordance with County of Riverside, Board of Supervisors Policy C-21, anytime an employee receives an Exceeds Performance, it should be substantiated by factual reasons.

Prior to presenting an evaluation to an employee, the evaluation shall be approved by the Division Director/Assistant Director.

Any time an evaluator anticipates giving an employee an overall rating of below standards performance, the Division Director/Assistant Director shall notify the respective Chief Deputy Probation Officer and forward the evaluation 30 days prior to the evaluation due date. The Chief Deputy Probation Officer will forward the evaluation to the Probation Professional Standards Bureau Division Director, who will notify and schedule a review of the evaluation with the designated staff in County Human Resources (HR).

- (a) Any time an employee is given an overall rating of below standards performance, that rating is accompanied with a specific description of the behavior or actions which are found to be failing. In addition, the evaluation includes a Written Reprimand

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and a Performance Improvement Plan (PIP), describing to the employee the steps necessary to meet performance standards in those areas.

- (b) Employees receiving an overall below standards performance evaluation are counseled regarding their performance prior to issuing an unsatisfactory annual evaluation and reevaluated no later than 90 days from the date of the last evaluation.
- (c) Following the issuance of a PIP, the supervisor shall meet at least weekly with the employee to provide coaching and mentoring and monitor the employee's progress on their PIP.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so once the evaluation has been issued. The employee can either input their response directly into the Employee Performance Manager (EPM) system and/or submit it in writing to the Department Human Resources Coordinator. This written response and any supporting documentation submitted by the employee is attached to, and becomes a part of the evaluation, which upon completion is filed in the employee's personnel records. Any comment must be submitted within 30 days of the signature/issuance date of the evaluation. No other appeal of the substance of the evaluation is allowed, except as may be provided by ordinance or collective bargaining agreement.

An automatic step increase can only be denied if the employee has received a below standards evaluation, a PIP and a written reprimand. Any action of the department to reduce an employee in step or pay is processed as a disciplinary action.

320.4.1 PROGRESS REPORT INTERVALS

Employees with a 12-month probationary period are given a progress report at least twice during the first 12 months of employment.

Employees with a six-month probationary period are given a progress report at least once during the first six months of employment.

320.4.2 EVALUATION INTERVALS

The annual evaluation of a regular or temporary employee is based on the anniversary date of employment or of a promotion.

Additional evaluations may be conducted at any time at the discretion of the Division Director or designee with concurrence from the Professional Standards Bureau Division Director.

320.5 EVALUATION INTERVIEW

When the supervisor has completed the performance evaluation and it has been approved by the Division Director/Assistant Director, the supervisor shall review the performance evaluation with the employee. If no further appropriate changes are necessary, the performance evaluation shall be finalized.

For evaluations in which the overall rating is below standards, additional approval is required by County HR prior to finalizing the evaluation. The supervisor shall make arrangements for a private discussion of the contents of the performance evaluation and clarify any questions the employee

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may have. After the discussion, if the supervisor feels the rating in any section needs adjustment, the supervisor can ask to modify the evaluation. All edits must be approved by the Division Director/ Assistant Director and County HR if necessary, before re-finalizing the evaluation. If no edits are to be made, but the employee disagrees with any of the ratings, the supervisor shall inform the employee of their right to disagree with their performance evaluation pursuant to this policy. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor and employee will sign and date the evaluation. If the employee declines to sign the evaluation, the supervisor will note the declination.

320.5.1 PRISON RAPE ELIMINATION ACT (PREA) EVALUATION QUESTIONS FORM

At the time of each employee's annual evaluation, the reviewing supervisor shall require the employee to read and complete the PREA Evaluation Questions form. The supervisor shall sign as the witness. The completed PREA Evaluation Questions form shall then be forwarded to Probation Human Resources along with the completed performance evaluation.

320.6 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file at Probation Administration pursuant to the departmental records retention schedules. A copy will be given to the employee.

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Attachments: None