

## **POLICY 209 PERFORMANCE EVALUATIONS**

**1. Purpose.** To improve employee performance, strengthen supervisor-employee relationships, and recognize employee accomplishments and good work. Employee performance evaluations will be considered in decisions affecting placement, employment, salary adjustment, promotions, transfers, corrective action or discipline, reemployment, and training.

**2. Policy.**

2.1 It is the policy of Eau Claire County to administer an Employee Performance Evaluation Program that will help to assess employees' work performance and effectiveness; to provide a means to suggest constructive action for improvement and suggest action for employee development; and to provide positive feedback in areas of excellence.

**3. Scope.**

3.1 All employees of Eau Claire County, regardless of their employment status, are covered by this policy. Elected Officials are not included in this policy.

**4. Frequency of Evaluations.**

4.1 In general, employees' performance will be formally reviewed on an annual basis.

## **POLICY 209 PERFORMANCE EVALUATIONS**

Effective Date: January 1, 2012

Revised Date:

*Eau Claire County*  
Employee Policy Manual