

- A. Each Appointing Authority shall adopt an employee performance appraisal process which provides for employee evaluations on at least an annual basis.
- B. All employees, except those exempted by the County Administrator, are to be given a written evaluation of their job performance at least annually.
- C. Performance appraisals are to be used as a tool to evaluate the level of performance of an employee.
- D. Probationary employees are to be given a written evaluation of their performance at the mid-point of the probationary period.