

CHAPTER 14

RATING PERFORMANCE

1.0 The Personnel Director shall establish and make effective a system of performance ratings designed to give a fair evaluation of the quality and quantity of work performed in all departments. Such ratings shall be prepared and recorded for all probationary and regular employees at intervals not to exceed twelve (12) months. Performance ratings and length of service shall, together with other criteria, be considered in making promotions, reassignments, reclassifications, demotions, and separations. Each employee shall be furnished a copy of their performance rating.

2.0 An Administrative Officer may implement a performance appraisal system meeting the specific needs of the Department with prior approval from the Personnel Director.