

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.09	Pages: 1 of 2
Chapter: General Procedures		Effective Date: August 11, 1994
Subject: Performance Appraisals		

I. POLICY:

Cumberland County Government requires employee performance evaluations that will measure, maintain and improve job performance.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. The County Department of Personnel and Human Resources shall develop an evaluation that:

1. Provides a framework of goals and standards from which to measure performance.
2. Will assist in the development of action and training plans to correct performance problems.
3. Will help identify employees who should be promoted or given greater responsibility.
4. Act as a forum for individual career issues.
5. Assures a formal time and place for all the above events to occur.

B. New employees shall be evaluated at intervals of 30, 60 and 90 days following the date of hire (except Juvenile Detention Officers, County Corrections Officers and County Sheriff's Officers). Thereafter, employees will be evaluated annually prior to their anniversary date.

C. Department Heads shall:

1. Obtain evaluation forms from the County Personnel Office.
2. Ensure that all employees are evaluated on a timely basis.

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3. Return the completed evaluation to the County Personnel Office within 3 working days after the assessment meeting.

D. The Cumberland County Department of Personnel and Human Resources shall:

1. Provide training to supervisory staff who will be preparing performance appraisals.
2. Provide for a referral process whereby department heads may refer a supervisory employee who is experiencing problems with the performance appraisal.