

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 12.1	Page 1 of 1
	SUPERSEDES: January 9, 2018	DATE ISSUED: March 10, 2020
SUBJECT: Employee Performance Review	AUTHORIZATION: Adopted by the Board of Supervisors March 10, 2020; to become effective March 10, 2020	

12.1 Employee Performance Review

On an annual basis, supervisors shall rate and discuss the overall job performance with each employee using the Employee Performance Appraisal Form.

The Employee Performance Appraisal Form is job specific based on the essential duties and responsibilities of the position and in addition, evaluates every employee in the following areas: Policies and procedures, time management, decision making, team work, communication, leadership/ethics, attendance, respect in the workplace and customer service. All evaluations shall be approved by the Department Director. Evaluations with a total score of less than "meets expectations" shall be reviewed by the County Administrator. A copy of the evaluation shall be kept in the employee's permanent personnel file in the Human Resources Department.

The employee may submit a rebuttal statement as part of the evaluation and such statement shall remain in the employee's personnel file as long as the evaluation is retained on file.