

**A. PERFORMANCE EVALUATION PROCESS:**

The Elected Official/Department Head is responsible for monitoring the performance of all employees in his/her department. Supervisors and employees should discuss job performance and goals on a regular basis. Employees should discuss any questions they have about their performance and job expectations with their supervisor. Formal, written performance appraisals should be prepared for all regular employees according to the following schedule:

- Six (6) months after the end of the date of hire (end of introductory period);
- Twelve (12) months after date of hire;
- Annually thereafter in the month of July;

Formal written performance appraisals should also be prepared at any time when marginal or poor job performance levels or behavioral difficulties indicate the need for a review.

In addition to the written appraisal, a performance feedback session will be held between the supervisor and the employee at the time of each annual performance appraisal.

The appraisal form is to be signed by the Elected Official/Department head and the supervisor. The employee will sign to acknowledge that it has been reviewed. If the appraisal contains elements with which the employee disagrees, a signed and dated rebuttal from the employee may be written in the space provided on the form. Receipt of the rebuttal will be acknowledged by the signatures of the Elected Official/Department Head and supervisor. Any merit salary adjustment or bonus will be based on a review of the employee's prior-year performance.

**B. EMPLOYEE FILES:**

1. A confidential personnel file will be securely maintained for each employee of the County in the Human Resources department.

Personnel files will contain the following documents:

- The original application packet for employment;
- Copy of job description signed by the employee;
- Employee acknowledgment of receipt of personnel manual;
- Correspondence relative to the employee's personnel issues;
- Employee performance appraisals;
- Documentation of any disciplinary or grievance action.

NOTE: All file documentation must be dated and signed.

Only one personnel file should exist for each employee. Department Heads and middle-level managers are not permitted to maintain duplicate or separate files.

2. A confidential employee medical and legal document file will be maintained separately in the Human Resources Department.

3. A confidential worker's compensation file will be maintained separately in the Human Resources Department.

4. A confidential payroll file will be maintained for all County employees by the Finance Office and shall contain the hiring notice and documents directly relating to salary, benefits, income and social security taxes, and all other payroll deductions.

5. A confidential Department of Homeland Security (I-9) file will be maintained separately in the Human Resources Department.

An employee is entitled to review his/her files by appointment. An employee may request and receive copies of those file documents that bear his/her signature.

Salaries are public information and may be provided to third parties upon proper request under the Colorado Open Records Act. All requests for information about current or separated employees must be referred to the Human Resources Department. This provision does not preclude Elected Officials/Department Heads from providing separating employees with letters of recommendation based on meritorious service.