

## Work Performance Evaluations/Probationary Period Progress Reports

### 233.1 PROCESS:

Work Performance Evaluations shall be completed at specified times during a probationary period, and thereafter annually, on all employees on forms approved by The Office of the CAO-Human Resources and the Probation Department (Attachment).

All employees shall be supplied a copy of the completed Work Performance Evaluation. Step increases require a recent Work Performance Evaluation (within 60 days) with at least a "meets job standards" rating. Failure of a supervisor to return the Work Performance Evaluation in a timely fashion jeopardizes the employee's step increase.

A Department of Motor Vehicle Check shall be completed on designated employees. Verification of automobile insurance shall be made concurrently with the Work Performance Evaluation.

An attachment to the Work Performance Evaluation will serve as a guide for processing the evaluation and obtaining data necessary for the department to obtain current information regarding the employee. It is the responsibility of the supervisor to obtain the proper information in conjunction with the Work Performance Evaluation.

### PROBATIONARY EMPLOYEES

1. Probationary employees shall be evaluated a minimum of two times during the probationary period.
2. There may be a step advance associated with a specific time limit or with the successful completion of the probationary period.
3. When there is a step advance associated with the probationary period, the step advance cannot be processed without a "meets job standards" Probationary Period Progress Report on file.
  - (a) When it is determined that the employee should not receive a step advance, the following processes must be accomplished in order to withhold the step advance:
    - i. The Probationary Period Progress Report must be completed and signed by all appropriate parties and forwarded to the Probation Personnel Office to make the action official.
4. Extensions of the probationary period are permissible and must adhere to the following guidelines:
  - (a) All extensions of the probationary period shall be approved by the Deputy Chief Probation Officer for the appropriate Bureau in advance of the expiration date of the probationary period.
  - (b) The employee must be notified in writing of an extension of the probationary period prior to the end of the probationary period.

# San Bernardino County Probation Department

## Procedures Manual

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- (c) The extension must be approved by all the officials required to initial or sign the Work Performance Evaluation.

#### ANNUAL WORK PERFORMANCE EVALUATION

1. The Human Resources Office shall issue Annual Work Performance Evaluations on an anniversary basis and these will be sent to the individual supervisors for completion through the Office of Probation Payroll.
2. A return date shall be placed on the Work Performance Evaluation form which specifies the last day the evaluation may be outstanding.
3. Supervisors must complete the Work Performance Evaluation, prior to the date on the form, to allow sufficient time for the Division Director/Deputy Chief to review the document so that granting or denial of the step increase is not jeopardized.
4. Work Performance Evaluations shall be approved by the evaluators immediate Supervisor prior to presentation to employee.
5. Division Directors must review, sign, and forward the Work Performance Evaluation to the Office of the appropriate Deputy Chief Probation Officer. Division Directors are herein authorized to sign, as reviewing officials for all Work Performance Evaluations except those involving probationary status and those involving step increases.
6. Upon completion of the Work Performance Evaluation with the signature of the reviewing official, the Secretary of the appropriate Division Director/Deputy Chief Probation Officer, is to send a copy to the effected employee and a copy to the department's Payroll/Personnel Section for inclusion in the employee's departmental personnel file.

#### SPECIAL WORK PERFORMANCE EVALUATION

Special Work Performance Evaluation may be requested from the Office of the Deputy Chief Probation Officer of the appropriate Bureau and must be processed in accordance with the procedure for Annual Work Performance Evaluations. This may be completed at any time the Supervisor or Director determines a need for such evaluation, or when a special request for the Work Performance Evaluation has been made by the appointing authority or designee.