


<p align="center">SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT</p>	<p>POLICY NUMBER:</p> <p align="center">114</p>	<p>EFFECTIVE DATE:</p> <p align="center">November 5, 2018</p>
	<p>SUPERSEDES:</p> <p align="center">NEW POLICY</p>	
<p>APPROVED BY:</p>  <p align="center">CHIEF PROBATION OFFICER</p>	<p>TITLE:</p> <p align="center">ADULT SERVICES PROBATION OFFICER EMPLOYEE EVALUATION</p>	

1. **Policy** – The Solano County Probation Department’s Adult Services Supervision Division shall conduct probation officer employee evaluations to inform probation officers of job duties, standards, and expectations, and to evaluate and inform probation officers of their job performance.

2. **Definitions** – (**Attachment A**)

3. **Procedures** – The Adult Supervision Division shall use the Employee Evaluation Adult Division Form (**Attachment B**) to complete all Deputy Probation Officer (DPO) and Senior Probation Officer performance evaluations in accordance with the following:
 - A. **Pre-Evaluation Meeting**
 - (1) A pre-evaluation meeting shall be conducted when employees are assigned to a new position, or any time the performance standards for an employee’s position are changed in any substantial manner within the first 60 days of the change.
 - (2) The pre-evaluation meeting shall be scheduled in advance and be face-to-face.
 - (3) The appraiser and employee shall have a copy of the Employee Evaluation Form (**Attachment B**) which lists the performance standards on which the employee shall be evaluated.
 - (4) The appraiser shall review each standard and job expectation with the employee and mark any that are not applicable, as well as adding in the other performance factor section of the Employee Evaluation Form, any applicable performance standards that need to be included.
 - (5) At the conclusion of the meeting, the employee and appraiser shall sign and date the Employee Evaluation Form and one copy shall be provided to the employee.

B. Employee Evaluation Process

- (1) The appraiser shall give the employee advanced notice of the pending employee evaluation prior to the end of the probationary, annual, or other evaluation period, and schedule the meeting date and time with the employee within that time period.
- (2) Employee evaluations shall be conducted in person. Appraisers shall not give employees the Employee Evaluation Form for review, comment or signature without a personal meeting. Employee evaluation meetings shall be conducted in a place that is private and where minimal interruptions are anticipated.
- (3) For each question, the appraiser shall evaluate the employee's performance using the four performance levels listed below. Explanatory comments shall be required when a performance rating is "Development Needed" or "Not Meeting Standards". A performance improvement plan (see **Attachment C**) shall be completed and attached to the Employee Evaluation Form when the box in the Form, Overall Employee Is Not Meeting Appraiser Expectations is checked.
 - a. **Meets Standards:** Consistently produces work that meets and sometimes exceeds accepted quality standards. Usually detects and corrects any errors in a timely manner.
 - b. **Development Needed:** Meets some of the essential functions, but has not consistently demonstrated mastery of the standard due to being a new task or skill.
 - c. **Not Meeting Standards:** Not consistently meeting accepted quality standards and requires supervision and direction to accomplish the standard.
 - d. **Standard Not Applicable:** Not required to complete this standard.
- (4) After the appraiser has met with the employee and completed the Employee Evaluation Form, the completed evaluation shall be reviewed by the Manager prior to the appraiser and employee signing the completed Employee Evaluation Form.
- (5) After the Employee Evaluation has been completed and signed, the appraiser may not change the ratings unless agreed upon by the employee, and initialed and dated by the employee. The appraiser may change the rating or comments if the employee is able to demonstrate to the appraiser's satisfaction that there is an error in the ratings.

- (6) Employees are required to sign the Employee Evaluation Form indicating their review. If an employee refuses to sign, a supervisory witness (in addition to the appraiser) shall sign and date the Form. The employee shall be provided a copy of the completed Employee Evaluation Form.
- C. Change of Appraiser – If a work performance evaluation is due within 60 days of the employee's reassignment and/or transfer, the current supervisor will be responsible for completing the evaluation. Whenever an employee of the Division is assigned a new appraiser, the prior appraiser shall conduct an Employee Transfer Journal, (Attachment D), forward the employee's previous Employee Journals, (see Employee Journal, P-101 Adult Services Staff Supervision and Recidivism Reduction, Attachment B) to the new appraiser, and debrief him/her on the performance status of the employee. The new appraiser shall conduct a pre-evaluation meeting after the employee is reassigned.
- D. Employee Evaluation Time Frames
- (1) Permanent employees shall receive an annual performance evaluation, and probationary employees shall receive a performance evaluation prior to their seventh (7th) pay period, thirteenth (13th) pay period, and twenty-sixth (26th) pay period. (See Attachment C).
 - (2) Prior to being signed, the Employee Evaluation Form shall be submitted to the Manager at least fourteen (14) calendar days before the date it is due to Payroll if meeting expectations. (See Attachment C). After review, the Manager shall sign and submit to the appraiser, who along with the employee, shall sign the Form and submit the Form to the Chief Deputy seven (7) calendar days before it is due to Payroll. After reviewing, the Chief Deputy shall sign and return the Form to Payroll no later than the day after the due date.
 - (3) For further information on employee evaluation time frames, see Attachment C (page 9).
- E. Employee Appeal Process
- (1) Within ten (10) days after the employee receives a copy of the completed Employee Evaluation Form which indicates that overall the employee is not meeting supervisor expectations, or if the employee disagrees with any comments, the employee shall prepare a written appeal request to the Chief Deputy Probation Officer as follows: *(A represented employee may request the assistance of his/her union representative in preparing the written request)*.
 - a. State the date of the employee evaluation, the name of the appraiser, and the date the Employee Evaluation Form was received.

- b. Specify comments and/or ratings which you believe are incorrect.
 - c. State comments and/or the rating that you believe should be made on the Employee Evaluation Form.
 - d. Give facts substantiating each change requested.
 - e. Keep a copy of the written appeal request and send the original to the Chief Probation Officer.
- (2) Upon receiving the request, the Chief Deputy Probation Officer or designee shall have twenty (20) days to meet with the employee and either sustain or change the employee's evaluation and notify the employee of the decision in writing. If the Employee Evaluation Form is changed, a new original shall be submitted to the Chief Probation Officer.
 - (3) Pursuant to the Peace Officer's Bill of Rights Act, peace officers have 30 days within which to file a written response to any adverse comment. Such written response shall be attached to and remain with the adverse comment.

F. Follow-Up Employee Evaluations

- (1) Unless otherwise authorized by the Chief Deputy or Chief Probation Officer, a follow-up employee evaluation shall be required after any evaluation that indicates that the employee is not meeting standards/expectations. The follow-up employee evaluation due date shall be four (4) pay periods from the employee evaluation due date wherein the employee was rated.
- (2) Except for merit increase or probationary evaluations, future annual employee evaluations shall be scheduled at the beginning of the pay period which is one year from the last employee evaluation where the rating of overall employee is not meeting supervisor expectations was made. (Attachment C).

G. Attendance – The conditions under which attendance can be discussed and incorporated into the Employee Evaluation Form are outlined in Attachment C.

H. Other Actions – Other actions to include merit increase, addressing formal disciplinary action during an evaluation period, and probationary employee evaluations, are discussed further in Attachment C.

4. **Exceptions** – Any exceptions to the provisions set forth in this policy shall require prior written approval from the Chief Probation Officer.