



## **General Order 35.2 - Performance Evaluation**

**PURPOSE:** Define responsibility for performance evaluation; describe the performance evaluation of supervisors; describe the use of performance evaluation results; define contesting of performance evaluations; and define retention of performance evaluations.

DATE OF APPROVAL: 2/27/15

DATE OF ISSUE: 4/22/15

EFFECTIVE DATE: 4/24/15

REVIEW DATE: Annual

AMENDS: 35.2.6

THIS ORDER CANCELS: 2/26/14

ISSUED BY : Sheriff Jeffrey Easter

REVIEWED BY: Standard Review Committee

### **INDEX AS:**

[35.2.1 Responsibility for Performance Evaluation](#)

[35.2.2 Performance Evaluation of Supervisors](#)

[35.2.3 Use of Performance Evaluation Results](#)

[35.2.4 Contesting Performance Evaluations](#)

[35.2.5 Retention of Performance Evaluations](#)

[35.2.6 Driving Records](#)

### **35.2.1 RESPONSIBILITY FOR PERFORMANCE EVALUATION**

A. Employees shall be evaluated by their immediate supervisor in the chain of command.

1. This responsibility will not be delegated or usurped.
2. When an employee has been supervised by more than one (1) supervisor, those supervisors should confer on the ratings given.

### **35.2.2 PERFORMANCE EVALUATION OF SUPERVISORS**

A. Supervisory personnel shall undergo additional performance evaluations based upon their supervisory ability and duties.

### **35.2.3 USE OF PERFORMANCE EVALUATION RESULTS**

- A. The two (2) primary uses of performance evaluations are regulated by Civil Service policies 3.2 and 3.3, and are:
  - 1. Pay for performance; and
  - 2. Promotional considerations.
- B. Performance evaluations also provide information concerning suitability for assignment, training needs, effectiveness in the assigned position, and ability to assume more responsibility.
  - 1. Performance evaluations may be reviewed by the sheriff and/or other supervisory personnel as needed to assist in taking action in these areas.

### **35.2.4 CONTESTING PERFORMANCE EVALUATIONS**

- A. Employees contesting an evaluation shall first attempt to settle the dispute with the evaluating supervisor and the reviewing supervisor.
- B. If the matter remains unresolved, the employee must file a written complaint as outlined in [General Order 25.1](#).

### **35.2.5 RETENTION OF PERFORMANCE EVALUATIONS**

- A. Employee performance evaluations are kept as part of the employee's permanent personnel record.

### **35.2.6 DRIVING RECORDS AND CRIMINAL BACKGROUND CHECK**

- A. **(R)** During the evaluation process of a civil service employee, a review of the employees record, criminal records check, and a Interstate Identification Index (triple I) will be initiated to ensure that the employee has no outstanding issues . Should the employees driving record reflect any of the following, appropriate disciplinary action will be initiated:
  - 1. Two or more convictions or diversions of D.U.I. within the past five years;
  - 2. A single conviction or diversion of a D.U.I. within the last two years.
  - 3. An invalid, revoked, suspended, or expired Kansas Drivers License
  - 4. Any convictions of failure to yield and/or speeding over 10 mph over posted maximum limit two or more times within the last twelve months..
  - 5. Any convictions of a failure to maintain liability insurance within the last two years.
  - 6. Any convictions for operating a motor vehicle during a period of drivers license suspension or revocation within the last twelve months.
  - 7. May not have demonstrated habitual or irresponsible behaviors which, when considered in totality, would lead a reasonable and prudent person to conclude

that this individual was not capable of safely operating a vehicle under the conditions required.

- B. Supervisors should review the employee's division folder prior to initiating any disciplinary action to ensure that the driving record has not previously been addressed.
- C. (R) As part of the annual evaluation all civil service employees must also complete a "Disclosure of PREA Employment Standards Violations" form. This form will be retained with the annual evaluation.

|