



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Performance Evaluation</b>		Article: 1403	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: October 2016	UPDATED: October 2016

### **POLICY**

Performance evaluations at all levels should be a continuous year long process, closely allied with training. The probationary evaluation and the annual evaluation should contain no surprises for the employee because the supervisor should be closely monitoring and guiding the employee during the rating period.

In addition to the above rating periods, a Special Performance Evaluation should be completed when a change of raters occurs within an annual cycle and at any time for commendations or disciplinary action.

### **PROCEDURE**

Employee performance evaluations shall be processed as follows:

1. The probationary period for entry-level Deputy Probation Officer and Juvenile Corrections Officer shall be twelve (12) months. (see Civil Service Commission Rule 702.10)
2. The performance reviews for entry level Deputy Probation Officer and Juvenile Correction Officer shall be conducted at three months, six months, nine months, and again before the end of the 12-month period
3. The probationary period shall be extended by one (1) day for each day a probationer is absent due to an approved leave without pay, leave of absence for jury or military duty or on leave pursuant to Labor Code Section 4850. (see Civil Service Commission Rule 702.22)
4. The entry level Deputy Probation Officer and the Juvenile Correction Officer are both considered flexible classifications. Promotions within flexible classifications are not automatic. The department must recommend, due to your performance, you merit promotion to the next level. It is the responsibility of the immediate supervisor to ensure the employee meets the minimum qualifications for the higher level. If the employee does not meet the minimum standards, the promotion may be withheld until the employee demonstrates a satisfactory performance and understanding of the position. (see Civil Service Commission Rule 904.)
5. Upon promotion to a Deputy Probation Officer II or Juvenile Correction Officer II position, the employee will enter into another 6-month probationary period.
6. All other employees shall be reviewed under the Rules of the Civil Service commencing at section 700.

7. Employees transferring from one unit/institution to another will be evaluated by their supervisor before transferring, utilizing the regular Employee Performance Report form which is available from the Human Resource Specialist. This review shall be labeled as a Special Review and will correctly measure an employee's performance from the beginning of the rating period until the date of transfer.
8. At the end of the normal rating period the supervisor in whose unit the employee is assigned will complete the annual evaluation, noting that it is from the date the employee transferred into the unit or institution to the end of the rating period.
9. The Special Review, previous Annual Review and any interim reports or reviews will be routed to assist the supervisor in completing the Annual Employee Performance Report. The rating supervisor will consult the prior supervisor for evaluation input.
10. If there is conflict between the evaluators in determining overall annual performance ratings, the raters will meet and confer to determine proper ratings. If the conflict remains, the Probation Division Director will arbitrate the final rating.
11. The original Employee Performance Evaluation Report is placed in the employee's personnel file and a copy is given to the employee.

#### **EVALUATING EXTRA HELP EMPLOYEES**

First term Extra help employees will receive an informal evaluation at the end of three months. Extra help employees who complete their tours of duty (nine months) or terminate prior to their closing date for whatever reason shall be evaluated by their unit supervisor, utilizing the Employee Performance Report (EPR). The EPR forms can be located on the [Z-drive/dept form/admin](#). The original report is placed in the employee's personnel file and a copy is given to the employee.