



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Employee Performance-Supervisor's File		Article: 1403.01	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: October 2016	UPDATED: October 2016

POLICY

In order to properly evaluate the efficiency, productivity and performance of employees, supervisors shall maintain a file on all employees they supervise. For the purpose of this policy supervisors will be designated as; Managers, Probation Supervisors, Deputy Probation Officer III's (assigned to facilities), Accountants, Office Services Specialists, and Fiscal Support Supervisors. Such files will be kept confidential to be shared only with the employee, another supervisor as the situation dictates or a member of Probation Management.

Supervisory files of sworn personnel are subject to "Pitchess Motions" and will be made available upon request by the Deputy Chief Probation Officer of Administrative Services or designee, who will be responsible for handling the Pitchess Motion request.

Supervisory files shall contain all comments, positive and negative, regarding the employee's performance. The employee will have the opportunity to review and sign all negative comments prior to them being placed into the supervisory file. Supervisors are encouraged to have staff initial all other documents.

PROCEDURE

A supervisory file will be assembled and maintained as follows:

1. Letter size blue folder with metal fasteners to secure documents and labeled with the employee's name.
2. A current emergency notification form.
3. A photo copy of the employee's most recent EPR.
4. Employee performance update forms as needed.

A supervisor assigned a new or transferred employee will:

1. Create a supervisory file if the employee is a new hire or obtain the existing supervisory file from the employee's previous supervisor.
2. Review the file for compliance with this section.
3. Maintain confidentiality of the file.

4. Make performance-based, dated narrative entries as needed on an Employee Performance Update Form.

Supervisors making narrative entries which address the need for corrective action will create an action plan and set a review date to review the employee's performance. At the review date, determination will be made whether the employee's performance has reached acceptable levels.

At the conclusion of a given rating period, and upon completing the employee evaluation, the contents of the supervisory file shall be given to the employee. (This does not include the emergency notification form.) If the employee has a rebuttal to a dated narrative entry, they may request that their rebuttal be attached to the Employee Performance Review (EPR). A photo copy of the new EPR will be placed in the file, along with replacement Employee Performance Update Forms.

Supervisors are encouraged to include positive aspects of an employee's performance as well as performance needing corrective action.

Should an employee receive a letter of recognition a copy will be placed in the folder and the original routed through the chain of command to be placed in the employee's personnel folder.