

EMPLOYEE EVALUATIONS
PERFORMANCE ASSESSMENT REVIEW (PAR)

- A. All Department/Divisions/Bureaus are to ensure the timely completion of the Progress Review at the six (6) month period and the Final Assessment at the end of one (1) year. Failure of a supervisor to complete a PAR on an employee will result in an Unsatisfactory rating on the Supervisor's PAR.
- B. All supervisors are to have at least three (3) formal meetings per year with each individual employee that reports to her/him to discuss the PAR program. This meeting should include a discussion about Supervisor's expectations, the employee's past performance, employee's strengths and perceived areas that need improvement.
- C. It is the responsibility of the supervisor to close out all PARS of employees that are transferred.
- D. It is the responsibility of the supervisor to open a PAR on a newly transferred employee for the remainder of the 6 month or 1 year period.
- E. It is the responsibility of the employee's immediate Supervisor and the Supervisor's immediate Supervisor to develop an Improvement Plan for any employee that receives an Unsatisfactory or Below Satisfactory rating.
- F. In the event that an employee receives an Unsatisfactory or Below Satisfactory rating on their Final Assessment, the employee will be placed on an Improvement Plan for a period of 90 days.
- G. Failure of an employee that has been placed on an Improvement Plan to raise his/her rating to at least a Satisfactory rating during the 90 day period may subject the employee to disciplinary action up to and including termination.