



Performance Appraisal Policy

Effective Date: September 1986

BOC Amended: 9/1991; 6/1992; 11/1994; 12/1996; 1/2013; 9/2021, 4/2023; 06/2023

Owner	Board of Commissioners (BOC)
Reviewer(s)	Human Resources
Approver(s)	Chief Human Resources Officer; Human Resources Division Managers
Related Policies	Compensation Policy
Related Standards	N/A
Storage Location	iCobb
IS Last Review Date	June 2023
IS Next Review Date	June 2025
IS Review Cycle	Every two years

1. PURPOSE

To provide regulations concerning performance appraisal procedures for County employees.

2. SCOPE

This policy affects all Cobb County Employees. If you have questions regarding this policy, contact Human Resources.

3. DEFINITIONS

Evaluation Rating Period (a.k.a. "common rating period.") – timeframe in which employee performance is evaluated. All County employees will have their performance evaluated for the period of Jan. 1 and Dec. 31 of each year.

Performance Appraisal – the final document which summarizes an employee's performance throughout the common rating period. For the purpose of this policy, the following terms are interchangeable: appraisal, evaluation, year-end evaluation.

Performance Appraisal System – the County approved method in which all employees will be evaluated during the common rating period.

4. POLICY

It is the policy of the County that the job performance of each employee shall be evaluated periodically by the employee's immediate supervisor, which should then be documented within the final annual performance appraisal at the end of each evaluation period.

5. PROCEDURES

A. The performance appraisal consists of an evaluation of the employee's job performance, the supervisor's documentation, recommendations, and performance goals. The appraisal may also be used to identify the employee's training needs.

B. Using the job performance documentation which has been maintained during the year, the supervisor will rate the employee's performance using the appropriate rating scale based on the appraisal method being used.



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C. Performance appraisals shall be completed and submitted annually. All appraisals must be completed and submitted to Human Resources no later than January 31 for the previous evaluation year. Failure to submit performance appraisals will result in employees not receiving merit, when available. Employees must have been employed prior to October 1 of the previous calendar year in order to be eligible for a merit increase.

D. Supervisors are encouraged to keep informal written records of significant events and examples of job performance for the employees under their supervision.

E. Employees who disagree with their appraisal should submit in writing (which includes emails) to their supervisor the reason for disagreement, within five (5) business days of receiving the appraisal. If no change is made after supervisory consideration, the employee may take his/her concerns to the next management level. If the employee remains in disagreement, he/she may take his/her concerns to the Department/Agency Head who is responsible for the final disposition of the appraisal.

F. Progress discussions will be conducted with employees by their supervisors at least twice during the rating period. It is recommended that progress discussions submitted electronically via the performance appraisal system do not replace in-person progress discussion meetings with employees.

G. The Human Resources Department is responsible for:

1. Ensuring that all supervisors are trained on the County's Performance Appraisal System, and providing refresher training as necessary;
2. Ensuring that all employees are trained on the County's Performance Appraisal System and process, within ninety (90) days of hire date;
3. Communicating and sending timely reminders to Departments regarding time frames, due dates and general information pertaining to the County's Performance Appraisal System,
4. Monitoring the overall system results and revising the system as necessary.
5. Following up with supervisors to ensure employees who receive an overall needs improvement rating, or the equivalent for the evaluation period are issued a Performance Improvement Plan (PIP), and that their ongoing performance is being regularly evaluated to ensure the plan is met. If the plan is not met, further disciplinary action, up to and including termination, may be warranted. Please contact Employee Relations for guidance.

H. The Head of each department is responsible for:

1. Ensuring that all supervisors in the department have received training ~~session~~ on use of the Performance Appraisal System;
2. Ensuring that an employee's immediate supervisor is designated as the rater who completes the employee's performance appraisal;
3. Ensuring that the review of completed appraisals are conducted appropriately within the department, before being ~~the forms are~~ sent to the Human Resources Department.
4. Ensuring that supervisors who fail to adequately evaluate their staff, or maliciously include inaccurate information in the performance appraisal, are issued disciplinary action pursuant to applicable County policies.



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6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the County Manager and/or the Board of Commissioners.

7. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

REVISION HISTORY

Version ID	Date of Change	Author	Rationale
	09-1986		Adoption
	09-1991		Revision
	06-1992		Revision
	11-1994		Revision
	12-1996		Revision
	11-2013		Revision
V.1.0.2020	09-2020	Human Resources	Reformat
V.1.0.2021	09-2021	Human Resources	Revision
V.1.0.2023	06-2023	Human Resources	Revision