

4.13 PERFORMANCE EVALUATIONS

A. New Classified Employees Probationary Evaluations

New classified employees will be subject to [90 and 180 day probationary performance evaluations](#). Departments may opt for more evaluations during the probationary period, but not less than the mandatory 90 and 180 day evaluations.

B. Permanent Part—and Full—Time Employees

Daily, informal exchanges between employees and their supervisors regarding job performance are encouraged. Departments may adopt formal appraisal systems with approval of the Board of Commissioners. Where a formal appraisal system is used, appraisal of each employee shall occur not less than once a year.

