

Policy and Procedure
BUNCOMBE COUNTY HEALTH AND HUMAN SERVICES/DEPARTMENT OF HEALTH

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Category & Subcategory:	Administrative Policy and Procedure	Original Effective Date:	March 1, 2012	This Revision Effective:	September 26, 2014
Persons Affected	The Buncombe County Department of Health permanent workforce				
Approval By/ Date					
	Health Director	Date	Chair, Board of Health and Human Services	Date	HHS HR Director Manager
Review Date & Initials					

	Date of Revision	Summary of Changes	Section
1.0 Revision History	7/29/14	Changed Board of Health to Board of Health and Human Services	6.5
		Specified annual review, date and signature for all job descriptions	6.2
		Clarified process for Health Director annual evaluation by Board	6.5

2.0 Purpose

A performance appraisal process supports workforce retention and provides Buncombe County Department of Health (BCDH) employees and their supervisors with a critical, formal feedback mechanism on an annual basis to measure skills, accomplishments and training needs. Review of and as needed updating of the employee position description in concert with the performance appraisal provides employees and supervisors opportunities for evaluation in areas such as job expectations, professional growth, and goal achievement.

3.0 Policy

It is the policy of BCDH to ensure that performance appraisals and position descriptions are completed for all staff as required.

4.0 Definitions

- 4.1. Performance Appraisal - a formal, written evaluation of an employee’s job performance which obtains, analyzes and records the relative worth of an employee to the organization and can guide career development.
- 4.2. Position Description – a formal document that lists job specifications, qualifications, competencies, roles and responsibilities.
- 4.3. NCLHD Accreditation – North Carolina Local Health Department Accreditation is an organization which systematically evaluates the capacity of local health departments to perform within established core functions of assessment, assurance and policy development.
- 4.4. Current - performance appraisals and position descriptions accurately reflect intended information for specified time period; changes are updated as appropriate within time period; annually reviewed, signed, and dated by employee and supervisor.

5.0 Responsibilities

- 5.1. The Health Director, Senior Leadership and supervisory staff will follow NCLHD Accreditation standards, Buncombe County Personnel Ordinance, and guidelines in this policy for completion of performance appraisals.
- 5.2. The Health and Human Services Human Resources staff will coordinate with BCDH to ensure timely notification, follow through, documentation and maintenance of the performance appraisal related processes.

6.0 Procedure

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- 6.1. Employees must have a current, individualized position description (job description) specifying expectations, actual duties, responsibilities, qualifications and training needed. If job responsibilities change, the position description should be revised, dated and signed by the individual and their supervisor.
- 6.2. Employee position descriptions must be signed, dated and reviewed annually in conjunction with the annual performance appraisal and retained in the personnel file,
 - 6.2.1. Additionally, HR reviews all positions and classifications at least once annually for accuracy of information.
- 6.3. Employees must have a current performance appraisal which measures performance in accordance with expectations and job requirements.
- 6.4. A standard appraisal form will be available for agency use, located on the Health Intranet, Personnel Forms section. The Health Director will determine if other forms may be acceptable, e.g. 360 evaluation process or a program-specific required form.
- 6.5. The Board of Health and Human Services will conduct an annual performance evaluation of the Health Director, with evidence that the Board, or some portion of the Board, contributed to the evaluation.
- 6.6. Supervisors will ensure that employees are aware of the appraisal system, instruments used and have the opportunity for input during the evaluation process.
- 6.7. Human Resources will coordinate with supervisory staff to ensure completion of appraisal requirements as part of new employee orientation and probation activity
- 6.8. Human Resources will send notice of performance appraisals due the month before due date.
- 6.9. All supervisory or other staff responsible for completing appraisals will adhere to completion time frames to meet the definition for current appraisals. Supervisors will, at the same time, scan signed and dated appraisals and email scanned copy to: 1) Human Resources, 2) appropriate Senior Leadership person
- 6.10. Human Resources will obtain any additionally needed signatures and file appraisal in employee's personnel record.
- 6.11. Human Resources will promptly notify supervisors and Senior Leadership of delinquent appraisals.
- 6.12. Senior Leadership will take necessary corrective action to ensure that all appraisals and position descriptions are current.
- 6.13. Supervisors will follow Accreditation guidelines, using an evaluative tool (does not have to be the same as used for full-time staff), for evaluating some aspect of job performance for staff who are temporary, part-time or seasonal.

7.0 Legal Authority/Guidance

- 7.1. North Carolina Local Health Department Accreditation Activity 31.5
- 7.2. Buncombe County Personnel Ordinance