

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: CSA-HR 9/10	Page: 1 of 2	Number: 6.4
	Reviewed by/Reviewed Date: CSA Exec Team 9/10	Replaces:	Subject: Professional Development
Title: <b>Pay For Performance</b>		Approved: 9/20/10	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

### Purpose

The Community Services Agency supports the County-wide Pay for Performance evaluation. Every employee who is a Department Head, Manager or Confidential Assistant is expected to participate in this evaluation process annually regardless of where the employee falls in the salary band.

### Definition

The Pay for Performance program is designed to be a simple evaluation process that effectively evaluates the work performance of all management and confidential staff. The revised process includes two components: a self-evaluation and a supervisor evaluation.

### Procedure

#### A. Pay for Performance Tools

- Manager Self-Evaluation Form (see Appendix A)
- Manager Supervisor’s Evaluation Form (see Appendix B)
- Confidential Assistant Self-Evaluation Form (see Appendix C)
- Confidential Assistant Supervisor’s Evaluation Form (see Appendix D)

#### B. Self-Evaluation Process

Each manager and confidential assistant will complete a self-evaluation. The employee will rate his/her performance for each criterion in the evaluation (see appropriate Self-Evaluation Form).

The self-evaluation rating score will not be included in the overall rating; however, it provides the employee with a basis to compare his/her evaluation of their performance with that of the supervisor. It also encourages the employee to give serious thought to individual performance in the past year.

#### C. Supervisor Evaluation Process

After reviewing the employee’s self-evaluation, the supervisor will rate the employee’s performance for each criterion in the evaluation. (See appropriate Supervisor Evaluation Form.)

If the supervisor rates the employee as a Developmental Performer, the supervisor is required to have verbally counseled the employee on the areas the supervisor considers below standard prior to the evaluation. If the supervisor rates the employee as a Non-Performer, the supervisor is required to have counseled and documented the discussion(s) prior to the evaluation

D. Evaluation Meeting

Performance appraisal meetings are an essential aspect of supervision. When handled effectively, they can be of assistance in helping the employee and supervisor to close the gap between what the employee's actual performance is and what the expectations are. It is important to take into consideration the employee's input on how he/she has developed professionally in the past review year and what goals he/she has planned for the coming year. This can provide a good resource in establishing goals and expectations of the employee for the coming year.

E. Timeline (see attached chart):

6 Weeks in Advance

Designated Receiver sends out notice to the employee to begin the self-evaluation. Employee has two weeks to complete self-evaluation and submit to the Designated Receiver.

4 Weeks in Advance

Designated Receiver sends the Supervisor the completed employee self-evaluation, along with the supervisor evaluation form to complete. Supervisor has two weeks to complete and return to the Designated Receiver. Designated Receiver distributes completed evaluations (Supervisor Evaluation Form and Employee's Self-Evaluation Form) to the supervisor and the employee.

3 Weeks in Advance

Supervisor schedules an appointment to meet with the employee to discuss evaluation and provides signed evaluations (Supervisor evaluation Form and Employee's Self-Evaluation Form) to the Designated Receiver.

No later than 10 days prior to the due date

Designated Receiver will complete the checklist and PAF for processing and submit to the CEO-HR Unit.