

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES

17.01 PERFORMANCE EVALUATIONS

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POLICY STATEMENT

The Sheriff must ensure the efficiency and effectiveness of employees of the Erie County Sheriff's Office. One method to measure the efficiency and effectiveness of employees is to evaluate the job performance of those employees.

PROBATIONARY PERIODS

Probationary periods are utilized to ensure that the newly hired or promoted employee can and will perform his/her job duties satisfactorily, and to provide a period of training, supervision, and counseling by senior or supervisory personnel in an attempt to ensure that the employee may succeed in his/her job performance. An employee who does not successfully complete his/her probationary period will be subject to discharge or to be returned to his/her former classification or rank.

EVALUATIONS FOR PROBATIONARY EMPLOYEES

Probationary employees will be evaluated as follows:

1. Each new employee, and each newly promoted employee, will be evaluated twice during his/her probationary period. The employee will be evaluated approximately halfway through the probationary period, and again approximately two (2) weeks before the end of the probationary period. The ratings determined during these evaluations will be utilized to determine the continued employment of the employee.
2. The Sheriff may not personally conduct these evaluations, but may rely on designee(s) and/or the employee's immediate supervisor to perform the evaluations.

EVALUATIONS FOR NON-PROBATIONARY EMPLOYEES

Non-probationary employees will be evaluated by the Sheriff, his/her designee, or his/her immediate supervisor annually, within thirty (30) days of the employee's anniversary date.