
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Performance Evaluations and Performance Improvement Plans

POLICY NUMBER: 7170

7170.1 This policy shall apply to all permanent and probationary employees except for the District Manager.

7170.2 The District Manager or his/her designated representative shall conduct a scheduled performance review of each employee annually. If the employee's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

7170.3 Performance evaluations shall be in writing on forms prescribed by the District Manager. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

7170.4 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

7170.5 All employee evaluations are reviewed by the District Manager prior to the evaluation discussion between the evaluator and employee.

7170.6 Unscheduled performance evaluations may be made at the discretion of the District Manager or his/her designated representative, and/or by any permanent or probationary employee.

7170.7 In addition to the evaluation process described herein, the District manager, or supervisor may at his/her discretion, develop a Performance Improvement Plan.

7170.8 Performance Improvement Plans are intended to identify areas needing improvement and help the employee to attain the desired level of performance.

7170.9 The supervisor will review the Performance Improvement Plan with the District Manager before the affected employee receives the document.

7170.10 The supervisor and/management staff will monitor and provide feedback to the affected employee regarding the employees performance on the PIP and may take additional disciplinary action, if warranted, accordingly to the District's Disciplinary Action Policy, Policy #7260.

7170.11 Merit raises will be conducted in accordance of Policy #7150.8

7170.12 These performance evaluations are to be kept confidential by the District under normal and reasonable standards of practice, unless is proper. Such evaluations may be used as a basis for ranking employees on performance, and in cases of appeal or investigation of an administrative decision, they may be reviewed by the person designated by the Board, or the Board itself.