

Iowa County, Iowa
Policy Manual

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| Title: Performance Evaluations | Reference #: HR009 |
| Subject: Human Resources | Date Effective/Revised: 7/1/16 |
| Department (s): All | Approved By: Board of Supervisors |

Frequency of Evaluations: Employees will be evaluated by the employee's supervisor or Department Head at least annually and at such other times as deemed appropriate by the Department Head.

Evaluation Conference: A conference regarding the evaluation will be held between the employee and the evaluator following the completion of the written evaluation. A copy signed by both parties will be given to the employee.

Response: All evaluation reports will be placed in the employee's personnel file. The employee has the right to respond to the evaluation report, and such response will become part of the evaluation report.