

**HUMAN RESOURCES POLICY**  
**Fauquier County, Virginia**

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Policy Title: Employee Performance Evaluation  
Section No. : 17

Effective Date: 09/09/04  
Supersedes Policy: 09/15/03

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I. **Purpose**

It is the objective of the Board of Supervisors that a general government performance evaluation system be developed and implemented to provide for the establishment and communication of performance expectations, the evaluation of employee work performance and an incentive for employee performance.

II. **Scope**

This policy applies to all permanent full-time and permanent part-time employees.

III. **Definitions**

A. Performance Evaluation

Performance evaluation is defined as the official annual determination of the degree to which an employee has met his/her performance expectations, as indicated on the Fauquier County General Government Performance Evaluation Form.

IV. **PROCEDURES**

A. County Administration shall, in conjunction with the Human Resources Department, develop and implement a general government performance evaluation system to provide for the establishment and communication of performance expectations, the evaluation of employee work performance and an incentive for employee performance.

B. Employees shall be evaluated annually, at a time designated in the performance evaluation procedures established by County Administration.

C. Performance standards shall be established for each identified key job element at the fully successful level. In setting standards, supervisors shall consider how performance will be measured (i.e., based on cost, timeliness, quality, quantity, accuracy, work behaviors, etc.).

D. Employee Rights

1. Evaluation of performance is not grievable under the general government Grievance Procedure.

2. The content of key job elements and performance standards is not grievable under the County Grievance Procedure.
3. An employee may reply in writing to the evaluator after the evaluation has been discussed with him/her. The written response shall be forwarded to the second level supervisor for review, and shall become part of the employee personnel record.

E. Pay Allocation Based on Performance

1. An employee may be eligible to receive a merit increase based upon his/her overall job performance rating.
2. An employee whose merit increase causes his/her salary to exceed the range maximum shall be paid at the new salary level (above the salary range).
3. All merit increases shall be awarded contingent upon the availability of funds. While budget limitations may require adjustments of proposed merit pay increases, such limitations shall not influence the evaluation rating given to an employee.

F. Records

1. Completed performance evaluation forms shall be maintained in employee personnel files located in the Department of Human Resources. If used, self-evaluation forms shall not be included in the employee personnel file.
2. All completed Fauquier County employee performance evaluation forms are confidential and shall only be made available to:
  - a. the employee evaluated;
  - b. an individual or representative for whom the employee has provided a written statement of release of information;
  - c. the employee's chain of supervision (evaluator, supervisors and the Department Head/Constitutional Officer);
  - d. the County Administrator or designated representative;
  - e. a supervisor who is considering accepting the employee for a promotion/transfer;

- f. the Director of Human Resources, or designated representative.

F. Training

The Human Resources Department shall be responsible for the facilitation of performance evaluation training.

G. Program Evaluation

Periodic evaluation of the effectiveness of the general government performance evaluation system shall be conducted by County Administration and the Human Resources Department to determine whether it meets the needs of the organization, management and employees, and whether it complies with pertinent laws and regulations. As a result of the program evaluation, action will be taken as necessary to refine, alter, or otherwise improve the system. Copies of such evaluation reports will be available for review by all employees, supervisors and officials of the general government.

H. Compliance with Equal Employment Opportunity Guidelines

Performance evaluations may be used as factors in decisions of employee pay, training, awards, promotion, demotion, transfer, suspension, and/or termination. Accordingly, the employee performance evaluation system shall comply with applicable equal employment opportunity guidelines. Discrimination based on race, color, creed, political or religious affiliation or opinion, age, handicap, national origin, sex, marital status, pregnancy, or any other non-merit factor is prohibited in the evaluation of employee work performance.