



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY AND PROCEDURE**

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SUBJECT:
Annual Performance Review

APPROVED: 07-01-10

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PURPOSE

The purpose of a performance review is to provide a systematic method of measuring, recording, and improving the work effectiveness and development of all Preschool Services Department (PSD) employees. Annual performance reviews are intended to be supportive and corrective and may reveal work insufficiencies that require corrective or disciplinary action.

POLICY

It is the policy of the Preschool Services Department (PSD) to conduct annual performance reviews for all Early Head Start and Head Start staff members and use the results of these reviews to identify staff training and professional development needs and assist each staff member in improving his or her skills and professional competencies.

REFERENCE

Head Start Program Performance Standards and Other Regulations – Section 1304.52(j) (Staff Performance Appraisals); Title 5; Div. 1, Article 19, Section 18274; County of San Bernardino Personnel Rules, Rule VIII, Section 1 – 9 (Work Performance);

PROCEDURE

1. PSD's HR Unit shall provide notification of upcoming appraisals to the individual responsible for writing an evaluation. Notification should occur 90 days prior to the performance appraisals due date. Performance appraisals will be conducted on an annual basis using the Employee Performance Feedback Form (also known as the Short Form WPE), which is designed to ensure reviews are conducted objectively.
2. Each employee's performance will be evaluated at least once annually.
3. The employee's immediate supervisor will complete the performance appraisal and then schedule a review with the employee.
4. The reviewer and the employee may discuss the following topics:
 - a. Previous performance plans and achievement of past goals.
 - b. Current performance appraisal including demonstrating appreciation for

- employee contributions.
 - c. Staff Development Plan (see County of San Bernardino Preschool Services Department Staff Development Plan policy and procedures).
 - d. Providing constructive feedback on employee's performance.
 - e. Setting future expectations and goals.
5. The employee may submit comments or statements on the performance review form.
 6. The employee's immediate supervisor shall sign the completed form. The employee shall sign the completed review acknowledging that they have read and understand it, although may not necessarily agree with the appraisal. A refusal to sign should be documented by the employee's immediate supervisor.
 7. Performance appraisals shall be placed in the employee's PSD HR file and may be used for such actions as transfers and promotions.
 8. Leaves of absence and breaks in services may affect the timing of performance appraisals.