

# Buffalo County Resolution



**Drafted By:**  
Sonya J. Hansen  
**Presented Month/Year:**  
November 2020  
**Involved Committees:**  
Human Resources

**County Department:**  
Administration  
**Fiscal Impact:** YES / NO  
**AC Approved:** YES / NO

RESOLUTION # 20-11-04

## A RESOLUTION TO AMEND POLICY NO. 508 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – PERFORMANCE REVIEWS

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,


WHEREAS, the Human Resource Committee has recommended changes to the performance review section of the Buffalo County Employee Handbook that addresses the procedure for when reviews are due and also the process for Department Manager evaluations, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 508 PERFORMANCE REVIEWS of the Buffalo County Handbook effective January 1, 2021. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 10<sup>th</sup> day of November, 2020.

  
County Clerk

ATTEST:

  
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

  
Larry Grisen

*Yes - via TEAMS*  
Mary Anne McMillan Urell

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Donald A. Hillert

  
Nathan Nelson

*Excused*  
Michael L. Taylor

**ANTICIPATED FINANCIAL IMPACT STATEMENT**

2020 Budget

None

EXHIBIT A

**POLICY 508.**

**PERFORMANCE REVIEWS**

1. **Purpose:** To provide for periodic review of work performance.
  - 1.1 The purpose of the performance evaluation is to improve individual performance, strengthen supervisor-employee relationships and recognize employee accomplishments and good work.
  - 1.2 Performance evaluation reports may be considered in personnel decisions affecting promotion, demotion, removal, re-employment, and training for exempt and non-exempt personnel.
  
2. **Procedure:**
  - 2.1 Each new employee shall be evaluated at the end of the third month of employment and again on the six months of employment with a final evaluation approximately fifteen (15) days prior to the end of their introductory period by the Department Manager. The County may at its discretion, conduct additional performance evaluations if the County believes that a performance review is needed.
  - 2.2 Department Managers or their designee shall evaluate all department employees annually on forms provided by the County Administration Office. Evaluations must be submitted to the County Administrative Coordinator by December 1<sup>st</sup> of each year. This date may be extended by the County Administrative Coordinator but may not be extended beyond December 31<sup>st</sup> of each year without the authorization of the Human Resources Committee.
  - 2.3 If an employee believes that a performance review is needed and/or is past due, the employee should discuss the matter with their immediate supervisor or Department Manager.
  - 2.4 The County Administration Office will supply the necessary forms and it will be the Department Manager or designee's responsibility to complete the evaluation form and submit the original to the County Administrative Coordinator to be retained in the employee's personnel file. No copy will be returned to the Department.
  - 2.5 The County Administrative Coordinator will review the evaluations and discuss any concerns with the Department Manager.

**Policy 508. PERFORMANCE EVALUATION**  
**Effective Date: May 31, 2015**  
**Revised Date: 1/23/2017, 11/9/2020**

**Buffalo County**  
**Employee Handbook**

**3. Department Manager Evaluations:**

- 3.1 At least at one (1) meeting during the year but no later than March 31<sup>st</sup> of each year, the Home Committee shall review goals and objectives of the department and discuss expectations with the Department Manager.
- 3.2 The County Administrative Coordinator shall coordinate with the Committee Chair to conduct evaluations on all Department Managers on an annual basis at one (1) of their regularly scheduled meeting but no later than November 30<sup>th</sup> of each year.
- 3.2 The Committee Chair and the Administrative Coordinator shall meet with the Department Manager to discuss any issues raised by the Home Committee and the County Administrative Coordinator and sign the evaluation form.

**4. County Administrative Coordinator:**

- 4.1 The County Administrative Coordinator evaluation will be completed annually by the members of the Committee of the Board.

**5. Review with Employee:**

- 5.1 All employee performance evaluation ratings shall be shared with the employee.
- 5.2 The evaluator and the employee as well as the County Administrative Coordinator must sign the evaluation forms. If the employee disagrees as to the validity or merit of the evaluation, the employee may request a meeting with the County Administrative Coordinator to attempt to resolve the problem.
- 5.3 The employee may also prepare a written response to the performance evaluation to be placed in his/her personnel file.

**6. Filing and Deadline:**

- 6.1 Department Managers shall complete the performance review form prior to the 12-month introductory period deadline or anniversary of hire date and return it to the County Administration Office within fourteen (14) days of the end of the introductory period or anniversary of hire date or date of completed evaluation. Failure to do so may result in disciplinary action against the responsible manager.

**Policy 508. PERFORMANCE EVALUATION**  
**Effective Date: May 31, 2015**  
**Revised Date: 1/23/2017, 11/9/2020**

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**Employee Handbook**