

**COUNTY OF SAN DIEGO
ADMINISTRATIVE MANUAL**

SUBJECT:	EMPLOYEE PERFORMANCE APPRAISALS (POLICY FOR HANDLING COMPLAINTS TO THE COMMISSION)	ITEM NUMBER	0080-04-07
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Purpose

To provide guidelines in following Civil Service Rule V, Employee Performance Appraisals.

Background

Charter Section 910.1 requires the Commission to provide a Performance Appraisal Rule for classified County employees. Guidelines on this subject are necessary since employees periodically complain to the Commission about alleged violations of Rule V.

Policy

1. Rule 5.1.7 states that "The Commission may investigate charges that an appraisal was improperly issued or that the appraisal violates these rules or the County's Appeal Officers Guidelines (Human Resources Policy and Procedure Manual). If the Commission finds such a violation, the Commission may order all copies of the appraisal and attached documents to be sealed, and the Commission also may order that a new appraisal be prepared".

Complainants and appointing authorities are reminded that investigation of a complaint is discretionary on the part of the Commission. Since Rule V provides a full description of performance appraisal processing, including departmental appeals, the Commission will normally investigate alleged violations of Rule V only in cases where it is clear that a remedy cannot be reached at the department level.

The Executive Officer is authorized by the Commission to administratively review complaints about performance appraisals and to take any one of the following actions:

- A. Place on the open agenda and recommend approval or denial to assign a Commissioner to investigate;
 - B. Place on the open agenda and recommend action such as sealing of the record based upon administrative review of verbal and written data provided to the Commission;
 - C. Deny the request for investigation on behalf of the Commission by writing a memo to the complainant and placing a copy of the memo in the Commission's informational agenda so that any Commissioner could pull the item and direct that it be placed on the open agenda. Such an administrative denial may result from an employee complaining about his/her individual overall ratings.
2. Appointing authorities may appoint themselves as reviewing officers on appeals, or they may delegate that duty to another unbiased individual. Rule 5.1.6 indicates that appointing authorities are not bound by appeal officers' recommendations.
 3. As mentioned above, the Charter requires the Rules to include provisions for performance appraisals for classified County employees. As such, the Director of DHR may provide different appraisal forms for employees in different categories such as management. Regardless of the appraisal form, all employee performance appraisals are subject to the provisions of Rule V.

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4. Rule 5.1.5 states that "All appraisals, as specified in Section 5.1.3, shall be issued to the employee within thirty (30) days from the close of the rating period and filed within an additional ten (10) days with the Department of Human Resources." The Commission may choose not to seal a record if it is issued beyond the 30 day period for good cause. An example of good cause would be an affected employee who has been on extended leave for several months with a serious illness, and is given his/her performance appraisal upon return to work, but 40 days beyond the rating period.

Approved:



Walter F. Ekard
Chief Administrative Officer

Responsible Department(s):

Civil Service Commission (Approved 6/1/2011)

Concurring Department(s):

Department of Human Resources