FILED

BY: _____

2018 MAY -9 PM 3: 38

VIRLYNA TINNELL
SUPERIOR COURT CLERK

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

IN THE MATTER OF: **APPROVING SUPERIOR COURT** **POLICY AND PROCEDURE 1.08** **PERFORMANCE PLANNING AND** **EVALUATION**	)))))	**ADMINISTRATIVE ORDER** **2018-13**

WHEREAS, Superior Court Judicial Merit System Rule 303(M) Performance Appraisals was inactivated;

WHEREAS, it is the desire of the Superior Court to establish Mohave County Superior Court Policy and Procedure 1.08 'Performance Planning and Evaluation' to provide guidance in performance planning and evaluation;

IT IS ORDERED, that Superior Court Policy and Procedure 1.08 Performance Planning and Evaluation be adopted effective this date.

DATED 9 day of May, 2018.

Charles W. Gurtler, Jr., Presiding Judge
Mohave County Superior Court

Original filed with the Clerk of the Superior Court in Mohave County

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 1.08 PERFORMANCE PLANNING AND EVALUATION

EFFECTIVE DATE:
REVISED DATE:

A. PURPOSE:

The evaluation process shall be used as a means of providing performance feedback to all employees as well as to set standards for future performance. The performance evaluation may be considered in determining training needs, individual salary adjustments, order of layoff, transfers, reinstatements, re-employment and to identify employees who should be promoted, demoted or dismissed.

B. ADMINISTRATION:

In conjunction with Division Heads, the Court Administrator shall develop and maintain a system of employee performance evaluation by which employees are evaluated at established intervals.

C. TYPES OF PERFORMANCE EVALUATIONS:

1. End of Probation Performance Evaluation: Employees who successfully complete their probationary period shall receive an end of probation performance evaluation. It is recommended that interim monitoring be completed on a probationary employee prior to the end of the probationary period.

2. Annual Performance Evaluation: The annual evaluation date for employees shall be the initial date of hire, transfer, promotion, reappointment or demotion. The evaluation should be conducted annually on the employee's anniversary date and submitted as soon as possible, no later than June 30th of each year. Should an employee separate and then return to Superior Court service for any reason, other than the exceptions regarding recall/reinstatement from a reduction in force, the employee's anniversary date shall be the date the employee returned to Superior Court service.

D. DOCUMENTATION REQUIREMENTS:

The original performance evaluation shall be forwarded to Superior Court Human Resources to be filed in the employee's official personnel file.

1. The evaluation shall be documented on a form approved by the Presiding Judge or designee and be signed by the employee and manager.

2. An employee may submit a written response to be attached to the performance evaluation.

3. The employee's response shall be made not later than five (5) working days after the employee receives the review.

4. The performance evaluation is not subject to grievance or appeal.