



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
2.09	Taylor County BCC County Administrator Annual Evaluation and Official Composite Assessment Policy	09/01/2018

PURPOSE

To establish an effective evaluation instrument that communicates and evaluates critical performance areas and maintains the established rapport between the County Administrator and each County Commissioner.

REFERENCE

Personnel Policies adopted effective October 1, 2014

POLICY

The Taylor County BCC County Administrator Assessment will be distributed to each County Commissioner by the Human Resources Director two months prior to the County Administrator's anniversary date.

Within one month of its receipt, each County Commissioner will assess and evaluate the County Administrator's performance and turn in the completed assessment to the Human Resources Director in a sealed envelope two weeks prior to the County Administrator's anniversary date.

The Human Resources Director will make copies of all evaluations and compile a composite performance assessment score for each area. The Human Resources Director will provide each County Commissioner with a copy of all evaluations along with a copy of the official Composite Annual Evaluation.

The County Administrator will meet individually with each County Commissioner to discuss and review their individual assessment of the County Administrator as well as the composite assessment.

This evaluation process shall occur at least once per year. The Board may use this form as a counseling tool or may perform additional evaluations at any time during the year.

RESPONSIBLE DEPARTMENT

Human Resources

Sunset Date: none