



## **Weber County Human Resources Policy 6-200**

### **Performance Management**

#### **I. Purpose**

Weber County's total compensation philosophy is to attract, motivate and retain quality employees who support the County mission of providing high quality, cost-effective public services. This policy provides the foundation for a performance-based review and reward system.

#### **II. Policy**

Weber County believes in a transparent, performance-based approach to reviews and compensation. Weber County will maintain a performance and goal appraisal system that provides an objective method for recognizing the importance of an employee's contribution, rewards good performance, and corrects poor performance.

#### **III. Procedures**

- A. Human Resources will provide comprehensive and on-going education and training about the performance and goal appraisal process.
- B. By March 31<sup>st</sup> of each calendar year supervisors will initiate an employee performance and goal appraisal plan for each employee.
- C. The employee performance and goal appraisal plan will include:
  1. Review of job duties:
    - i. The supervisor and employee will work together to review the job duties to ensure they accurately represent the essential functions and responsibilities of the position.
  2. Job performance expectations:
    - i. Supervisors, in conjunction with the employee, will set measurable performance goals and/or result expectations for the year.
    - ii. Goals and/or expectations should be based on the responsibilities of the position and include objectives, outcomes, behaviors and special assignments.
    - iii. Each performance goal and/or result expectation will be assigned a weight that reflects the time and/or value represented. Weights for all of the performance goals and/or expectations will total 100.
    - iv. Managers will be evaluated on their ability to supervise their subordinates. Performance goals or result expectations will include planning, assigning and reviewing work, hiring and promoting, training, discipline and termination. This portion should be weighted a minimum of 15% of the overall weight.
  3. Quarterly check-ins:

## **Weber County Human Resources Policy 6-200: Performance Management**

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- i. Employees and their supervisors must meet on a quarterly basis to discuss performance.
- ii. The supervisor must provide detailed feedback, in writing, on whether expectations are being met and will provide coaching in areas that need improvement.
- iii. Quarterly check-ins should be entered/uploaded by the supervisor into the HRIS system so that the employee may reference them at any time. Quarterly check-ins must be entered/uploaded within a reasonable time after the quarter ends not to extend past one month.

### **D. Annual Performance Review**

1. Supervisors will complete an annual performance and goal appraisal plan for each employee by December 31st of each calendar year.
2. Before the supervisor completes their review, the employee is required to complete a self-review and return it to the supervisor.
3. The review will include an overall numerical rating and will include a narrative of the employee's performance.
4. Performance appraisal ratings:
  - i. Excellent (5): Performance that exceeds expectations and is consistently outstanding.
  - ii. Impressive (4): Performance that consistently fulfills the job requirements and exceeds expectations.
  - iii. Solid (3): Performance that consistently fulfills the job requirements.
  - iv. Focus Needed (2): Performance that does not consistently meet the job requirements.
  - v. Unsatisfactory (1): Performance that consistently fails to meet the job requirements.
5. Employees who receive an overall rating of 1 or 2, or are rated below standard, will collaborate with their supervisor to create a written performance improvement plan. This plan may be integrated into their annual performance and goal appraisal, included in quarterly performance updates or check-ins related to the annual appraisal, or outlined in a standalone document.
6. The division, department or elected office will enter/upload a copy of the completed annual performance review to the HRIS system.
7. Human Resources will notify each division director or elected official of individuals who have not had a performance review completed in the HRIS system within one week of the due date.
8. Human Resources will not authorize a pay for performance increase for any employee until the performance appraisal is completed in the HRIS system.

## **Weber County Human Resources Policy 6-200: Performance Management**

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### **E. When there are changes in an employee's position or supervision during the appraisal period, the following guidelines apply:**

1. When an employee is promoted or reassigned to a different position in a different department, the following steps apply:
  - i. Prior Performance Documentation
    - The prior supervisor must ensure that any prior quarterly performance check-ins or plans are updated in the HRIS System.
    - If no formal performance plan or check-in exists, the prior supervisor must prepare a summary evaluation of the employee's performance during their supervision and submit it to Human Resources.
  - ii. Transition of Appraisal Information
    - Human Resources will transfer the performance records and appraisal plans to the employee's new supervisor.
  - iii. Establishing a New Plan
    - The new supervisor will create new goals, or a performance plan tailored to the employee's new position and responsibilities.
  - iv. Incorporation of Prior Feedback
    - At the end of the appraisal period, the new supervisor will need to include prior performance feedback when completing the final evaluation.
2. When an employee transitions to a new supervisor or is reassigned to another assignment within the same department, the following steps apply:
  - i. The former supervisor must do one of the following:
    - Complete an interim performance plan or check-in of the employee's performance; or
    - Collaborate with the new supervisor to ensure the next quarterly check-in or performance plan is comprehensive and includes the employee's performance under the former supervisor; or
    - At the end of the performance appraisal plan year collaboratively work with the new supervisor to incorporate all feedback and quarterly check-ins or performance plans to provide a comprehensive final assessment of the employee's performance.

### **F. Annual Pay for Performance Adjustments**

1. The County Commission may approve funding for an annual pay for performance increase. If funding is provided, employees are eligible for an annual pay for

## **Weber County Human Resources Policy 6-200: Performance Management**

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performance increase based on the overall score of their annual performance appraisal, subject to the discretion of the elected official or department head.

2. With the exception of elected officials and department heads, employees must have a performance and goal appraisal plan or performance documentation with an accompanying performance score in order to receive a pay for performance increase.
3. Employees who have reached the top of their paygrade will receive a lump sum payment in lieu of a pay for performance increase.
4. Any employee who has been promoted, transferred, demoted, reassigned to a new position, or received a career ladder advancement, within the same department, will be eligible for a pay for performance increase at the end of the year at the discretion of the elected official or department head and their current supervisor. The supervisor should consider any increase that was given to the employee as part of the promotion, transfer, reassignment, or career ladder advancement.
5. Any employee who has been promoted, transferred, demoted, or reassigned to a new position in another department will be eligible for a pay for performance increase, based on their hire date, at the conclusion of their probationary period.
6. New employees serving their initial probationary period or rehired employees serving their probationary period are not eligible for a pay for performance increase until the end of their probationary period. The increase will be pro-rated based on the number of days during the year for which the pay for performance increase is given.
7. New employees who have completed their probationary period during the performance period will be eligible for a pro-rated performance increase.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF WEBER COUNTY:

\_\_\_\_\_  
Sharon Bolos, Chair

ATTEST:

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Ricky Hatch, CPA

# **Weber County Human Resources Policy 6-200: Performance Management**

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Weber County Clerk/Auditor

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Emily Wilde  
Human Resources

Approved as to form and legality:

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Courtlan Erickson  
Deputy County Attorney