

to provide clear working hours for all departments. Those working hours are set forth in the Shift Categories listed in the Time and Attendance policy of this Handbook. Overtime may be scheduled as required by business necessity.

Advance of Wages

Cash debts owed by the employee to the County, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, beepers, computers, and other items belonging to the County and advanced or issued to an employee and not repaid or returned by the employee at the time of termination are considered “advances of wages,” the value of which may be deducted up to the full amount of the employee’s final paycheck(s). By accepting or continuing employment, the employee authorizes these deductions.

Special Note: If an employee believes that an improper deduction to wages or salary has been made, the employee must report this information immediately to the Human Resources and Finance directors. Reports of improper deductions will be promptly investigated and, if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Performance Appraisals

The purpose of a performance appraisal is to formally assess and appraise an employee’s performance over a designated period and to provide an opportunity for the supervisor and the employee to discuss all aspects of the individual’s performance with respect to fulfilling the requirements, duties and responsibilities of the position held by the employee. Formal employee performance appraisals are to be conducted at established intervals during an individual’s employment. For new employees, performance appraisals may be scheduled at the end of six (6) months and for promoted and transferred employees, at the end of three (3) months. After an employee has achieved regular status, the County shall strive to evaluate the employee’s job performance once a year. Informal appraisals may be conducted periodically as each supervisor deems necessary.

If a performance appraisal is given, it will be in writing. After the employee’s supervisor has presented and discussed the written performance appraisal with the employee, the employee