3-02/090.15 - Transferring or Terminating Employees

When an employee transfers within the Department, a performance evaluation shall be completed covering the time period from the date of his last evaluation through the date of his transfer.

A performance evaluation, covering the time period mentioned above, shall also be written for employees who transfer to another county agency or who terminate employment with the county.

Unit commanders shall be responsible for the expeditious completion of a final performance evaluation, including his written recommendation regarding re-employment of the terminating employee. When time constraints permit, the employee shall review and sign the final performance evaluation prior to termination. Otherwise, the final evaluation shall be submitted to Personnel Administration Bureau within 20 days of the employee's termination date.

In accordance with Civil Service Rules, when a final rating of "unsatisfactory" is given to a terminating employee, the evaluation must be approved and the employee notified of the results within 30 days after the date of termination. Failure to complete the process within the thirty-day period will negate the "unsatisfactory" evaluation, and the previous rating received by the employee will stand as the rating of record.