

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 32.050 - SPECIAL PERFORMANCE EVALUATIONS

Date: February 11, 2020
Revision No.: 1
Supersedes: October 2, 1992
First Adopted: October 2, 1992

POLICY:

An employee who receives an overall rating of needs improvement or unsatisfactory shall be placed on quarterly special evaluations and will not be eligible for an increase until the next annual evaluation. Special evaluations can be initiated at any time to assist the employee in correcting or remediating any performance issues prior to the next annual evaluation.

PROCEDURE:

Employees who receive an overall rating of needs improvement or unsatisfactory must receive quarterly special evaluations. Employees who are an overall "meets" but whose performance needs minor correction can be given a special evaluation at any time at intervals determined by the Director.

Policy Review

Established:	10/2/1992
No changes:	7/2018
No changes:	7/2019
Revision Board approved:	2/11/2020
No changes:	7/2021
No changes:	7/2022
No changes:	7/2023
No changes:	7/2024