



Cochise County Judicial System

Policy Title: Performance Feedback and Appraisals

Policy Number: 4002

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

I. Purpose

The job performance of each employee shall be appraised in accordance with procedures established herein.

Every employee shall maintain high standards of performance, including cooperation, efficiency, and economy in their work for the court. Every employee is responsible for correcting deficiencies in their performance.

II. Feedback

The Cochise County Judicial System (CCJS) recognizes and endorses the concept that the most effective means of evaluating an employee is to provide the employee with informal, timely and specific feedback when performance, whether positive or negative, is observed. This provides an employee the necessary information as to whether to continue, discontinue or modify specific work-related performance.

An immediate supervisor may provide an employee with oral or written performance feedback any time the supervisor believes it will assist the employee's understanding of performance expectations or will formally recognize outstanding work.

Performance deficiencies serious enough to warrant discipline shall be handled in accordance with Judicial Merit Rule 8.

Written performance feedback is not subject to appeal or grievance procedures.

III. Appraisals

All classified and unclassified employees shall be subject to performance appraisal. The employee performance appraisal should be utilized as a tool to assess and develop the level of performance and competence of an employee. Performance appraisals are not subject to the appeal or grievance procedures.

Performance appraisals are to be performed for regular status employees in order to:

1. Establish performance goals and objectives;
2. Determine training needs;

3. Appraise past performance based upon a standard performance review process;
and,
4. Provide merit increases, if applicable.

Performance appraisals shall be performed at designated times as follows:

1. Prior to completion of an initial probation period;
2. Prior to completion of a promotional probation period;
3. On an annual basis with the appraisal period of July 1 – June 30. Completed appraisals are to be submitted to Judicial Human Resources no later than September 30 or at such other time as designated by the Presiding Judge;
4. Prior to completion of a special observation period. At the discretion of the department director, this may be in conjunction with a disciplinary action;
5. Such other times deemed necessary by the Department Director.

IV. Appraisal Procedures

- A. The immediate supervisor shall complete the appraisal form and meet with the employee to conduct the performance review. In the course of the review, the employee's job performance will be evaluated during the preceding review period. Measurable goals and objectives will be established for the coming review period and additional training needs will be noted.
- B. The employee shall verify that the appraisal has been discussed by signing and dating the form. The immediate supervisor must inform the employee that the signature does not signify agreement with the appraisal, but only that it was discussed with and seen by the employee. If the employee refuses to sign the form, the immediate supervisor shall note it on the form.
- C. The completed appraisal form will be submitted to the Department Director, or designee, for review and signature.
- D. An employee may submit a written response to be attached to the performance appraisal. The employee's response shall be submitted no later than five (5) working days from the date the appraisal is conducted.
- E. A copy of the performance appraisal and employee's response, if applicable, shall be forwarded to the Judicial Human Resources Director.
- F. The performance appraisal and employee's response, if applicable, shall become a permanent record of the employee's official personnel file and department's working file.

V. Appraisal Forms

Performance appraisals will be completed using forms approved by the Presiding Judge or designee.