

RECEIVED  
MAR 20 1986

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR LINCOLN COUNTY, OREGON

ORDINANCE # 241

Lincoln County Legal Counsel

AN ORDINANCE AMENDING ORDINANCE 155, LINCOLN COUNTY CODE, CHAPTER SEVEN, SECTIONS 7.270 and 7.305, PERSONNEL MANAGEMENT, AND DECLARING AN EMERGENCY

The Lincoln County Board of Commissioners hereby ORDAINS as follows:

That a new subsection (6) be added to section 7.270 as follows:

(6) Extension of Probationary Period: If, in the opinion of a department head, an employee should be granted additional time to demonstrate ability to meet required performance levels, the department head may extend the probationary period for such employees for an additional 3 months. Such extension must be in writing and set forth the reasons why the probationary period is being extended and shall also provide performance guidelines for improving work performance.

That section 7.305 be replaced with the following language:

7.305 Employee Performance Rating

(1) Employee Performance: Standards of employee performance shall be established and administered by appointing powers. The maintenance of such standards is an inherent responsibility of every supervisor. A system of performance evaluation shall be established and utilized as a positive procedure in assisting employees and supervisors in achieving optimum levels of performance. Supervisors are to be familiar with the employee performance evaluation system established by the board and the procedures established thereunder.

(2) Performance Ratings:

(a) Probationary: A rating of employee work performance shall be prepared for each probationary employee prior to the completion of the probationary period. This rating shall be instrumental in determining the successful completion of the probationary period and thereby according regular status. Established performance standards and goals shall be the basis for each rating.

(b) Annual: An annual rating of work performance shall be prepared for each employee. Established performance standard and goals shall be the basis for each rating.

Lincoln County Legal Counsel  
Lincoln County Courthouse  
225 W. Olive Street  
Seaside, OR 97138  
Phone: 253-6611 ext 308

1 (c) Special: Supervisors shall prepare special  
2 performance ratings when such ratings would be of assistance in  
3 identifying performance inadequacies and in providing guidelines  
4 for improvement. Special ratings are also encouraged to commend  
5 instances of outstanding performance.

6 (3) Use of Ratings: Performance ratings are to be used  
7 as a means of communicating with employees regarding performance  
8 standards and goals and in identifying strengths and weaknesses  
9 in the performance of assigned duties. Appointing powers shall  
10 review the rating with the employee and stress areas for commenda-  
11 tion and areas needing improvement. Copies of performance ratings  
12 shall be filed in the employee's personnel file.

13 (4) Employee Disagreement with Rating: If disagree-  
14 ment exists between the employee and the appointing power as to  
15 the appointing power's evaluation of the employee's work perform-  
16 ance, the employee may submit a statement in writing to the ap-  
17 pointing power stating the reasons for disagreement. A copy of  
18 such statement shall be filed in the employee's personnel file.

19 That this ordinance, being necessary for the immediate  
20 preservation of the public peace, health, and safety, an emergency  
21 is declared to exist and this ordinance takes effect upon its  
22 adoption.

23 Dated this 19th day of March, 1986.

24 LINCOLN COUNTY BOARD OF COMMISSIONERS

25 Bob Westrum  
26 Chairman

27 R. D. Jentz  
28 Commissioner

29 Alberta Bryant  
30 Commissioner

Lincoln County Legal Counsel  
Lincoln County Courthouse  
225 W. Olive Street  
Newport, OR 97365  
Phone: 253-6611 ext. 308



County of Lincoln

Personnel Services

Courthouse, Room 104  
225 West Olive Street  
Newport, Oregon 97365  
(503) 265-6611, Ext. 267

March 11, 1986

MEMO:

TO: Nancy Craven, Legal Counsel  
FROM: Eric L. Carlson, Personnel Officer  
SUBJECT: Personnel Ordinance

Attached are two additional proposed amendments to the personnel ordinance. These amendments relate to the following sections:

1. Section 7.270 Probationary Period  
-add a new Sub-Section 6 as follows:

(6) Extension of Probationary Period: If, in the opinion of a department head, an employee should be granted additional time to demonstrate ability to meet required performance levels, the department head may extend the probationary period for such employees for an additional 3 months. Such extension must be in writing and setforth the reasons why the probationary period is being extended and shall also provide performance guidelines for improving work performance.

2. Section 7.305 Employee Performance Rating  
-replace existing section in total with attached:

Date: 3-12, 1986 ok  
Commr. Bryant *[Signature]*  
Commr. Deskins *[Signature]*  
Commr. Jantzi *[Signature]*

- Denied .....
- Forward:
- Planning .....
- Engineer .....
- Surveyor .....
- County .....
- Counsel .....  3-14
- Other .....
- Action Requested \_\_\_\_\_

## SECTION 7.305

### 7.305 Employee Performance Ratings

- (1) Employee Performance: Standards of employee performance shall be established and administered by appointing powers. The maintenance of such standards is an inherent responsibility of every supervisor. A system of performance evaluation shall be established and utilized as a positive procedure in assisting employees and supervisors in achieving optimum levels of performance. Supervisors are to be familiar with the employee performance evaluation system established by the Board and the procedures established thereunder.
- (2) Performance Ratings:
  - (a) Probationary: A rating of employee work performance shall be prepared for each probationary employee prior to the completion of the probationary period. This rating shall be instrumental in determining the successful completion of the probationary period and thereby according regular status. Established performance standards and goals shall be the basis for each rating.
  - (b) Annual: An annual rating of work performance shall be prepared for each employee. Established performance standard and goals shall be the basis for each rating.
  - (c) Special: Supervisors shall prepare special performance ratings when such ratings would be of assistance in identifying performance inadequacies and in providing guidelines for improvement. Special ratings are also encouraged to commend instances of outstanding performance.
- (3) Use of Rating: Performance ratings are to be used as a means of communicating with employees regarding performance standards and goals and in identifying strengths and weaknesses in the performance of assigned duties. Appointing powers shall review the rating with the employee and stress areas for commendation and areas needing improvement. Copies of performance ratings shall be filed in the employee's personnel file.

- (4) Employee Disagreement with Rating: If disagreement exists between the employee and the appointing power as to the appointing power's evaluation of the employee's work performance, the employee may submit a statement in writing to the appointing power stating the reasons for disagreement. A copy of such statement shall be filed in the employee's personnel file.