

**PLUMAS COUNTY POLICY**

**ANNUAL PERFORMANCE EVALUATIONS OF**

**APPOINTED COUNTY DEPARTMENT HEADS**

The Board of Supervisors shall conduct a performance evaluation of all appointed department heads on an annual basis.

The evaluation shall be conducted in and around the anniversary hiring date of each department head.

The Board will meet in a private session to discuss and fill out the *Department Head Evaluation Form*. Following the private session, the department head will meet with the full Board to discuss the evaluation.

Following completion of the evaluation, the Chair of the Board shall sign the form for submittal to the Human Resources Department.

The Clerk of the Board shall track evaluations to make sure that the department head does not fall behind.