

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**SECTION 4  
EMPLOYEE PERFORMANCE**

- 4.1 Probationary Period
- 4.2 Performance Evaluation
- 4.3 Training
- 4.4 Ethics

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**PROBATIONARY PERIOD**

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- A. Each employee newly hired or promoted into a classified position shall serve a probationary period. Probationary periods shall be set at one hundred twenty (120) days, unless extended by authorization of the Director of the Ohio Department of Administrative Services, but in no case shall such period exceed one (1) year.
- B. Probationary periods for bargaining unit employees are governed by the collective bargaining agreement.
- C. Supervisors shall use the probationary period to closely observe and evaluate the employee's performance and aptitude for the job. Likewise, the employee is encouraged to bring problems to the supervisor to enhance his or her performance. Supervisors have a responsibility to only recommend retention of those employees who meet acceptable work standards during the probationary period.
- D. An employee may be separated at any time during the probationary period for unsatisfactory service. Employees serving promotional probationary periods may be reduced to the classification and salary held prior to the promotion upon failure of the promotional probationary period. An employee who is removed during the probationary period does not have the right to appeal to the State Personnel Board of Review.
- E. The action of reduction for failure to complete a promotional probationary period shall not be considered a disciplinary action, and shall not serve to eliminate the employee for consideration for advancement to other positions.
- F. The probationary period for full-time employees and part-time employees who work a portion of each normal working day shall be based on calendar days from the date of original appointment. Time on leave of absence or other non-paid leaves shall not be counted toward the completion of the probationary periods.
- G. Classified employees who work an irregular schedule or who work less than the normal number of working days per week shall have their probationary period determined on the basis of time actually worked as described in the table below prepared by the Ohio Department of Administrative Services:
  - (1) 700 hours are equivalent to a 120 day probationary period.
  - (2) 1,000 hours are equivalent to a 180 day probationary period.
  - (3) 1,400 hours are equivalent to a 252 day probationary period.

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- (4) 1,500 hours are equivalent to a 270 day probationary period.
- (5) 1,700 hours are equivalent to a 300 day probationary period.
- (6) 2,000 hours are equivalent to a 365 day probationary period.

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**PERFORMANCE EVALUATION**

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Performance evaluation is designed to assist the supervisor and the employee in measuring how well the employee is performing his/her job, and to provide a tool for management decisions regarding training, assignment, promotion, and retention of employees.

The work performance of each permanent employee shall be evaluated in accordance with established procedures. All employees shall be evaluated at least annually. Special evaluations may be made if authorized by the Employer or designee. Probationary employees shall be evaluated at the mid-point of their probationary periods, and again immediately prior to the completion of probation.

Standard written evaluation forms shall be utilized for all employees. When completed and reviewed by the appointing authority or designee, the evaluation will be reviewed with the employee.

Each employee shall be provided a copy of his or her performance evaluation. The supervisor shall discuss the report with the employee and shall counsel the employee regarding his or her career and any improvement in performance which appears desirable or necessary.

Employees dissatisfied with their performance evaluations may seek reconsideration through use of the complaint procedure specified in Section 8.5 in this manual.

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**TRAINING**

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The Employer shall periodically examine current and proposed training programs to ensure their relevance to both the present and projected staffing needs, and the identified training needs of the employee. When training needs are perceived necessary, the Employer shall consider employee achievement, motivation and career goals, as they relate to the goals of management, before making recommendations or decisions.

On-the-Job Training (OJT). On-the-job training prepares an employee for performance of tasks for which he or she is accountable. The purpose of on-the-job training is to show the employee the duties to be performed, the current procedures for accomplishing those duties and the level of achievement expected. Conducting such training is the responsibility of supervisors and administrators, and should not be delegated.

Needs Inventory. Managers and supervisors shall maintain an inventory of the current skills and abilities of employees in order to identify persons to be trained.

Training for Advancement. Supervisors shall counsel lower level employees in planning career development toward promotion. Specific training programs, prerequisite to certain promotions, may be prescribed and monitored by the supervisor with the approval of the Employer.

Training Expenses. When the budget allows, the County may pay for expenses of employees attending job-related training courses and shall encourage such attendance.

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**ETHICS**

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All employees are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio and other rules and regulations as may be set forth by the Employer. Conduct that interferes with normal office operations, brings discredit to the Office or County, is illegal, or is offensive to the public or fellow employees will not be tolerated. Such conduct shall include, but shall not be limited to:

- A. Engagement in any transaction, business, or any other interest which is in conflict with the proper discharge of official County duties;
- B. Disclosure of confidential information, without proper authorization, regarding the property, government, or affairs of the appointing authority's office;
- C. Use of confidential information or influence of official County position to advance personal, financial, or other private interests;
- D. Acceptance of any gift, in the form of service, loan, item, or promise from any person, firm, or organization which maintains an interest in any business dealings with the County;
- E. Acceptance of any gift in the form of service, loan, item or promise from any person, firm, or organization that may tend to influence a County employee in the proper discharge of official County duties; and
- F. Engaging in any matter which represents a conflict of interest with the County, or undermines the integrity of Belmont County government.

It is important to remember that the compensation of all County employees is paid through taxes. Therefore, each County employee assumes responsibility to serve the public in an honest, effective, and cheerful manner.

Additionally, each newly hired public official or employee shall, within fifteen (15) days of commencing employment, be provided a copy of Chapter 102 and Section 2921.42 of the Ohio Revised Code by the applicable Employer (copy contained herein). Each employee shall be requested to sign an acknowledgment form indicating that these documents have been presented by the Employer.

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