

## **15.00 JOB (CLASS) DESCRIPTIONS AND PERFORMANCE EVALUATIONS**

**15.01 JOB DESCRIPTION.** The commissioners' court establishes and periodically reviews an official job description for each position in the county.

**15.02 DISTRIBUTION.** The job description for each employee's position will be (1) given to the employee, (2) reviewed by the employee, and (3) placed in the employee's personnel file along with a signed certification statement that the employee has reviewed it. In addition, each employee is given a copy of the job description to keep.

**15.03 REQUESTS FOR CLARIFICATION.** In the absence of any request for clarification, each employee is considered to understand the responsibilities assigned to the position which he or she occupies.

**15.04 EMPLOYEE PERFORMANCE EVALUATIONS.** Department Heads appointed by the Commissioners Court are required to conduct written performance evaluations and evaluation interviews for each employee within the department at least annually. Performance evaluation records are maintained in each employee's personnel file. Elected Officials, are encouraged, but not required to conduct evaluations of their employees, however, a merit increase will not be approved by the Commissioners Court without a current evaluation on record in the employee's personnel file.