

## **POLICY 602**

### **PERFORMANCE MANAGEMENT**

**Effective 05-01-2021, Resolution No. 014-21**

It is the policy of Johnson County Government to expect high-levels of performance and a mindset of excellence and continuous improvement from its employees. It is also the policy of the County for all employees in a supervisory or management role to be actively engaged in helping their employees meet these expectations.

Performance management is an everyday responsibility of all employees in a supervisory or management role. Performance, whether good or bad, should be addressed at the time through recognition, counseling, or, where appropriate, more formal action.

In addition to daily performance management, employees and supervisors are expected to work together to establish performance and development expectations that align with the goals and objectives of the employee, the department/agency/office or other team, and the County. The expectations should clearly identify how the employee will contribute to the team and/or to the County's objectives. Employees and supervisors are expected to meet regularly throughout the year to assess progress, identify and address any obstacles to progress, and to update expectations where necessary.

On an annual basis, department/agency/office leaders will consider employee overall performance and contributions throughout the prior year for purposes of determining merit increases, consistent with the County's compensation policies and procedures.