**Section 500.240 Performance Review**

a) Performance Records:

1) Performance records shall constitute all material in an employee's personnel file which, in the judgment of the Director, is relevant to determining the appropriateness of proposed or recommended personnel transactions.

2) Such records shall be considered by the Director in all cases of promotion, demotion, discharge, layoff, recall, reinstatement, geographical transfer, and certification.

b) Performance Evaluation Forms: Performance records shall include an evaluation of employee performance prepared by each department head or designee on forms prescribed by the Director.

1) For an employee serving a 6 months probationary period, the department head or designee shall prepare and submit to the Department two such evaluations – one at the end on the 3 month of the employee's probationary period and another 15 days before the conclusion thereof.

2) For an employee serving a 3 month probationary period, the department head or designee shall prepare and submit to the Department of Personnel and evaluation form two and one-half (2½ months after commencement of the probationary period.

3) For a certified employee, each department head or designee shall prepare such evaluation not less often than each time an employee receives a satisfactory or superior performance increase under the Department's Pay Plan. Each employee shall receive an annual performance evaluation.