

# Contractual Employee Evaluations

**Index Code:** 715

**Effective Date:** 1/16/2018

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## **I. Purpose**

The purpose of this directive is to establish an evaluation process that can be utilized to formally evaluate contractual employees' performances and to determine appropriate potential increases for contract employees of the Office of the Sheriff.

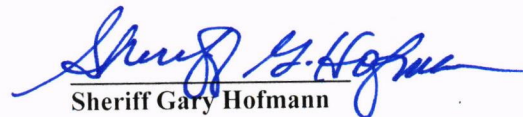
evaluation, Areas of Performance Evaluations and Goals and Objectives.

## **II. Policy**

It is the policy of the Office of the Sheriff to recognize the work performance of contract employees and to reward their efforts with annual pay raises for performance similar to the Queen Anne's County Pay for Performance Evaluation Program for regular full-time employees as long as funding exists within the Office of the Sheriff budget.

**XI. CALEA References: 35.1.1**

**XII. Proponent Unit: Administrative Services**



Sheriff Gary Hofmann

## **III. Process**

A. During the first week of May of each year, the Sheriff shall determine the maximum percentage hourly wage increase for contract employees.

B. Prior to June 1<sup>st</sup> of every year, the Office of the Sheriff Human Resources Division shall assure that a Performance Evaluation form has been completed for each contract employee including all supervisory signatures and the possible salary increases.

C. Prior to June 15<sup>th</sup> of every year, the Office of the Sheriff Human Resources Division shall create a new contract (effective July 1 through June 30) for each contract employee reflecting the same or newly adjusted hourly pay rate.

D. The new annual contracts must be provided to the Queen Anne's County Human Resources Department by June 30<sup>th</sup> of every year.

## **IV. Form**

A. The annual Performance Evaluation for contract employees shall be similar to that used for full-time employees including a self-