

## Performance Appraisal – Additional Responsibilities

Employee Name: \_\_\_\_\_ Evaluator/Reviewer Name: \_\_\_\_\_

<b>A - Below Expectations</b>	<b>B – Needs Improvement</b>	<b>C - Meets Expectations</b>	<b>D – Slightly Above Expectations</b>	<b>E – Well Above Expectations</b>
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The additional responsibilities listed below pertain to responsibilities of the job that are not listed on the provided performance appraisal form. Each responsibility should be clearly written in the corresponding spaces below and an appropriate rating of the employee’s performance on each responsibility made using the scale above. This form should be attached as a supplement to the primary rating form.

Rating (circle)	Additional Job Responsibilities
A   B   C   D   E	
A   B   C   D   E	
A   B   C   D   E	
A   B   C   D   E	
A   B   C   D   E	
A   B   C   D   E	

**Personnel Board of Jefferson County Rules & Regulations (Rule 14.4 Appeal of Performance Ratings)**

Individuals responsible for completing performance appraisal ratings shall discuss such ratings with their respective Employees. An Employee who disagrees with his or her rating may file a written request to meet with the Reviewing Officer and Department Head within seven (7) calendar days after receipt of the performance appraisal rating. The Reviewing Officer and the Department Head will, as soon as practicable, but in no event later than thirty (30) calendar days from the date of the rating, review the rating with the Employee. There shall be no appeal of performance appraisal ratings to the Director or to the Board.