

CLERK OF THE COURT HIGHER EVALUATION REVIEW GUIDELINES

Supervisors are expected to deliver employee evaluations between May 6th and May 24th. Employees who do not agree with their overall evaluation rating may request a “higher evaluation” from the next level in their management team.

- ✓ Supervisors must notify the employee that their request for a higher review must be submitted within two (2) business days (from the day they received their evaluation).
- ✓ The employee requesting a higher review must submit it in writing (email is preferred). The email should clearly outline what portion of the evaluation they feel should be changed or adjusted. The employee should include any attachments, statements and/or documentation that supports their request for a higher review.
- ✓ The next level evaluator (next level in management) will review the documentation received from the employee. Additionally, the next level evaluator may consult with the management team (including the original supervisor) and Clerk of Court Human Resources prior to finalizing the higher review.
- ✓ The next level evaluator may request a meeting with the employee to further discuss the evaluation. However, this action is not required.
- ✓ The next level evaluator will finalize the higher review, deliver the results to the employee, and work with the original supervisor to update the evaluation, if applicable.

Once the higher review is concluded and delivered, the original supervisor will ‘finalize’ the evaluation (follow steps for Finalizing a Review Instructions).

HR Contacts Regarding Evaluations:

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