

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 03.03 DATE: July 1, 2023 SUBJECT: Personnel TITLE: Performance Planning & Appraisal FOR PUBLIC RELEASE: Yes
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- I. Reference: ACA 3 ALDF-1C-01, 16; Anne Arundel County Code § 6-1-107; Employee Relations Manual, § B-03, § E-01; Memoranda of Agreement Between Anne Arundel County, Maryland and the Fraternal Order of Anne Arundel Detention Center Officers and Personnel, Inc., AFSCME Local 2563, AFSCME Local 582, Anne Arundel County Detention Center Sergeants Association International Union of Police Associations (IUPA) Local 141 and Teamsters Union Local 355
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the completion of the annual Performance Planning and Appraisal form by supervisory and management staff.
- IV. Policy: It shall be the policy of the AACDDF to conduct annual performance evaluations on each employee, as required, and to ensure the system meets the objectives detailed in the Performance Planning and Appraisal (PP&A) Program.
- V. Procedure:
 - A. Approximately 30 days prior to the effective date of the PP&A, the MA II-Personnel shall forward a PP&A form to the employee's Supervisor.
 - B. Using the previous evaluation and other applicable information, (i.e., letters of commendation, counseling sessions and/or other actions) the Supervisor shall complete the PP&A prior to the scheduled date it is due in the Office of Personnel.

NOTE: REFERENCE TO SPECIFIC DISCIPLINARY ACTION (E.G., REPRIMANDS, SUSPENSIONS) SHALL NOT BE INCLUDED IN THE EVALUATION. RATHER, REFERENCE TO THE ACTION(S) OR BEHAVIOR(S) RESULTING IN THE DISCIPLINARY ACTION SHALL BE INCLUDED.

- C. When the Supervisor has completed the PP&A form and ensured all Supervisors having input have signed the form, s/he shall forward the completed PP&A form to the appropriate ACFA for his/her review.
- D. Upon return of the PP&A to the Supervisor, he/she shall meet with the employee, in accordance with the following procedures:

1. Issue the employee a copy of the PP&A and schedule a meeting to review it.
2. Conduct the meeting in a private office.
3. Review each Job Responsibility and Performance Factor with the employee ensuring clear direction is given to the employee as to how to improve his/her performance level, as well as the rating and the objective information used for determining the rating. Emphasis shall be placed on the employee's strengths, problems experienced since the last evaluation, improvements made and areas where further improvements are needed to obtain an improved rating.
4. Discuss, with the employee, any remedial action needed for an unsatisfactory rating and continue to monitor this area until concerns are corrected. The Supervisor shall schedule a review 90 days from the date of the evaluation, meant to encourage the employee to raise his/her performance to meet the position standards.
5. Upon completion of the review, the employee shall sign his/her evaluation and the Supervisor shall forward it to the ACFA, Correctional Facility Administrator (CFA) and the Superintendent for appropriate signatures.
6. Should the employee disagree with the evaluation, s/he must sign the PP&A form on the appropriate line and request an informal resolution, in writing, to the ACFA if non-represented or file a grievance to the ACFA, if represented. Grievances shall be processed in accordance with the appropriate Memoranda of Agreements.

This directive shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.3 dated August 1, 2002
AD 03.33 dated September 20, 2004