

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Notification of Unsatisfactory Performance		CHAPTER/SECTION NO.: 25.6	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 35.1.6			

25.6 Policy

- 25.6.1 Whenever a non-probationary employee's performance is unsatisfactory, he/she should be advised of such in writing by his/her rater at least 90 days prior to the end of the annual rating period. Maximum advance notice should be given if 90 days is not possible. The rater must be prepared to:
- A. Advise the employee of the specific unsatisfactory performance.
 - B. Thoroughly confirm the conduct or incident, resulting in an unsatisfactory level.
 - C. Define actions that can be taken to improve performance.
 - D. Monitor the performance to determine the success of the action plan.