

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Employee Review of Evaluation Report		CHAPTER/SECTION NO.: 25.10	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 35.1.10			

25.10 Policy

25.10.1 The employee review of a completed performance evaluation report will consist of:

- A. An interview between rater and employee.
- B. Provision for written comments by the employee.

25.10.2 An employee will be given the opportunity to sign a completed performance evaluation report, to indicate the employee has read it. The signature does not imply agreement or disagreement with the contents. If the employee refuses to sign, the supervisor should note any reasons given by the employee on the report.