

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 20-03-17-05

In the Matter of

ADOPTING AN ANNUAL PERFORMANCE
REVIEW PROCESS FOR EMPLOYEES
WHO REPORT DIRECTLY TO THE BOARD
OF COUNTY COMMISSIONERS.

WHEREAS, Lane County believes that its employees are the organization's best assets;
and

WHEREAS, it is also the County's belief that all employees deserve to have a balanced
and meaningful annual review; and

WHEREAS, it is the role of Human Resources to oversee the Performance Review
process for all Lane County employees; and

WHEREAS, employees that report to the Board of County Commissioners are required
to be provided an annual performance review from the Board as outlined in their employment
agreements;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as
follows:

1. Adoption of the performance review process for employees who report directly to the Board of County Commissioners as outlined in the Board Packet.
2. The Director of Human Resources will work with County Counsel and the County Administrator to update employment contracts to reflect the adopted process in time for implementation for the 2020 performance reviews and replicate for any future Board Employees.
3. Human Resources will document the approved process and create a timeline for each Board employee and distribute it to the employees and the Board. Human Resources will reach out as the time approaches to kick off each review process per the timeline.

ADOPTED this 17th day of March, 2020.



Heather Buch, Chair
Lane County Board of Commissioners