**Section 620.420 Performance Evaluation Forms**

a) Performance records shall include an evaluation of employee performance prepared by each department head or designee on forms prescribed by the Director.

b) For an employee serving a six (6) month probationary period, the department head or designee shall prepare and submit to the Department two such evaluations - one at the end of the third (3rd) month of the employee's probationary period and another fifteen (15) days before the conclusion thereof.

c) For an employee serving a three (3) month probationary period, the department head or designee shall prepare and submit to the Department of Personnel an evaluation form two and one-half (2 ½) months after commencement of the probationary period.

d) For a certified employee, each department head or designee shall prepare an evaluation not less often than each time an employee receives a satisfactory or superior performance increase under the Department's Pay Plan. Each employee shall receive an annual performance evaluation.