

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
07- 4

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy and procedure for the annual evaluation of the performance of all classified employees of Jefferson County, Alabama.

I. POLICY

It shall be the policy of the Jefferson County Commission that all classified employees of Jefferson County, Alabama, shall be evaluated by their supervisors on an annual basis on the form approved by the Personnel Board of Jefferson County.

II. PROCEDURE

Department Heads will ensure that all classified employees within their departments receive a performance evaluation at least once per year on the form approved by the Personnel Board of Jefferson County. County Commissioners shall evaluate their classified Department Heads at least once per year on the form approved by the Personnel Board of Jefferson County. Copies of the evaluations shall be maintained in each employee's official personnel file.

DONE and ORDERED this the 23 day of October, 2007.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 10-23-07
MINUTE BOOK: 154
PAGE(S): 498


BETTYE FINE COLLINS, President
Jefferson County Commission

DeLoach, Donna

From: Carns, Jim
Sent: Tuesday, October 09, 2007 3:01 PM
To: DeLoach, Donna
Subject: RE: Administrative Order

Looks OK to me.

Commissioner Jim Carns
District V
Jefferson County Commission
716 Richard Arrington, Jr. Blvd. N
Suite 230 Courthouse
Birmingham, Alabama 35203
205.325.5503

-----Original Message-----

From: DeLoach, Donna
Sent: Tuesday, October 09, 2007 9:04 AM
To: Carns, Jim; Humphryes, Bobby; Langford, Larry; Smoot, Shelia
Cc: Evans, Sharon; Vines, Cindy; Hatcher, Terri; Wadlington, Karen; Sewell, Jeff
Subject: Administrative Order

Attached is the AO Commissioner Collins spoke about in Committee meeting yesterday. This will be on Finance Committee October 15. Please take a look and send us your comments before Thursday October 11.

Thank you.
Donna DeLoach