

### **5.3 JOB RESPONSIBILITIES**

To best serve Spartanburg County's customers, the County expects employees to do a variety of tasks from day to day. Where possible, the County attempts to cross-train employees so that they can perform as many tasks as possible. Spartanburg County does have job descriptions of the tasks to be performed by employees as part of their jobs. These descriptions are only guidelines intended to provide general information and should not be viewed as an exhaustive listing of a particular employee's job requirements.

### **5.4 PERFORMANCE REVIEWS**

While Spartanburg County encourages frequent and informal communication on performance between employees and management, it also is important to formally document the employee's performance. An employee performance appraisal is one method to facilitate communication with an employee relating to his/her job performance. Such appraisal should be conducted annually. The purpose of such appraisal is to help the employee achieve a professional level of conduct and performance. Open communication between the employee and the evaluator is needed to conduct a successful review.

An employee performance appraisal form will be issued by the Human Resources Department. This form will be completed by the Department Head or other appropriate supervisor. The employee and supervisor will review and sign the performance appraisal. The employee's signature does not necessarily indicate that he/she agrees with the appraisal, but only that it was reviewed with him/her. The employee may write a response to the review or comments on the area provided on the form or attach a response to the form.

**THIS DOCUMENT IS NOT A CONTRACT, EXPRESSED OR IMPLIED.**  
**EMPLOYMENT IS AT-WILL.**