

**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