

Chapter 4 – Performance Appraisal Process

Section 4 Appeal Process: To facilitate consistent and fair treatment of employees, Marathon County has instituted an appeal process for employees who disagree with their annual performance appraisal rating.

There is one reason an employee may disagree with the rating: There are errors of fact that may impact the rating. If the disagreement cannot be resolved during the Performance Appraisal meeting and an employee wants to appeal the rating, they may choose the following option:

If there are “errors of fact”

- If there are errors of fact (e.g. the employee failed to provide information or it is incorrectly entered), the employee may provide the information or correct the errors within one week of the appraisal and forward the appeal information to their Department Head.
- The Department Head will review the additional information and make a judgment.
- The Department Head’s judgment will represent the final appraisal and will be completed within two weeks of receipt of the employee’s appeal.
- If the employee still disagrees with the appraisal, the employee should indicate the desire to appeal by writing a letter indicating the reasons for their appeal to the County Administrator and copying in the Employee Resources Director, within one week of the Department Head’s decision.
- The County Administrator will designate a “Performance Appraisal Appeal Committee”

What happens next?

- The County Administrator will convene the Performance Appraisal Appeal Committee within two weeks of receiving the employee’s appeal letter. The Human Resources Committee (HRC) will be notified of the appeal and up to two members may attend as approved by the Chair of the HRC. If members of the appeal committee or the employee have a conflict of interest, alternate members will be asked to serve.
- The committee will meet with the employee, the department head, and other approved parties. They will review the documentation provided by the employee and the department head. No new documentation can be provided at this point in the process.
- The County Administrator, or his/her designee, will convey the result of the appeal to the employee and the department head within one week after the committee meeting. The decision of the Performance Appraisal Appeal Committee is final.