

## CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION GUIDELINES/INSTRUCTIONS

The following guidelines are offered to interpret and define the rating scale utilized:

- E (Excellent) Indicates commendation for consistently exceeding the standards of performance
- S (Satisfactory) Indicates consistently meets expected standards of performance
- I (Improvement Needed) Indicates lack of consistency in meeting expected standards of performance
- U (Unsatisfactory) Indicates consistently below expected standards of performance

**Evaluation Items (Sections 1-9):** All applicable items must be completed by indicating an appropriate rating of **E**, **S**, **I**, or **U** on each line and completing the **Comments** sections, as required.

**Commenting Procedures on Individual Rating Areas (Sections 1-8):** Ratings of **E**, **I**, or **U** must be commented upon in the appropriate section and/or by way of attaching additional statements to the evaluation as may be necessary. Immediate managers are encouraged to comment justifying **S** Ratings. Such comments and statements must include the following:

1. Statements of facts containing specific information and/or examples delineating areas of below standard performance for ratings of **U** or **I** and areas of excellent performance for ratings of **E**.
2. Comments indicating suggestions made to aid the employee in improving performance in areas of below standard performance.
3. Comments of commendation including examples in areas of excellent performance.

### OVERALL RATING AND TYPES OF EVALUATIONS (Sections 9-10)

1. For overall rating of **E**, **I**, or **U** comments by the immediate manager justifying the overall rating **are required**. For overall rating of **S**, the immediate manager is encouraged to comment justifying the overall rating.
2. **Probationary Employee:** With an overall rating of **U** or **I** on the first probationary evaluation, the immediate manager should strongly consider a recommendation for non-continuance of probationary employment. In the absence of such a recommendation, the immediate manager should complete a special evaluation within 30 days for overall ratings of **U** or **I** and prior to the second probationary evaluation. By the second probationary evaluation, the overall rating must be an **S** or **E** in order to recommend continued employment and permanent status.  
**Important Note:** On the second probationary evaluation the appropriate box in

Section 10 on the evaluation form must be checked to indicate whether or not permanent status is recommended.

3. **Permanent Employee:** For overall rating of **U** or **I**, the immediate manager may recommend appropriate disciplinary action (suspension, demotion or dismissal) at any time. In the absence of such a recommendation, the immediate manager **must** complete a special evaluation within 30, 60, or 90 days for overall rating of **U** or **I**. The employee must be advised of the purpose and date of a special evaluation. If the overall rating is not **S** or **E** by a second special evaluation, the immediate manager should recommend appropriate disciplinary action.
4. **Special Evaluation:** A special evaluation is an evaluation performed by an immediate manager at any other time if exemplary or unsatisfactory service is performed. Such evaluation can be made for the purpose of evaluating at an interval other than the employee's normally scheduled date for evaluation (i.e., annual anniversary, first or second probationary). Reason(s) for such an evaluation include: 1) Overall rating of U or I on prior evaluation, 2) Specific incident(s) that have occurred, or 3) Actions by the employee that the immediate manager wishes to communicate to the employee and document in a formal manner.

#### **SIGNATURES (Section 11):**

1. The evaluation must be completed, signed and dated by the immediate manager. If there is an immediate supervisor (non-management/non-bargaining unit employee) who supervises the employee and is familiar with the employee's performance, the immediate supervisor may participate in completing the evaluation and sign the evaluation in the appropriate space. The immediate manager and immediate supervisor, if any, must meet and discuss the evaluation with the employee on the employee's duty time. If the employee requests the presence of an authorized employee association representative during the discussion of the evaluation, the meeting should be adjourned and rescheduled by the immediate manager within 5 working days. It shall be the employee's responsibility to arrange for an authorized employee association representative to attend the rescheduled evaluation meeting; otherwise, the rescheduled meeting shall be held as scheduled. The immediate manager may wish to consider requesting that an additional manager or a manager from the Human Resources Office to also be present at the rescheduled meeting.
2. Employee's signature verifies discussion and receipt of document, but does not necessarily imply agreement. If the employee refuses to sign the form, so state on the form.
3. Review Requested box is checked by employee if he/she does not agree with the evaluation, and is requesting a review to further discuss the contents of the evaluation.

4. Reviews shall be conducted by the Director of Human Resources (or designee).  
A review must be requested within five (5) working days of the employee's receipt of the evaluation. After review by the Director of Human Resources (or designee) and in consultation with the immediate manager, the evaluation may be subject to amendment or remain upheld as is deemed appropriate.
5. A copy of the evaluation shall be placed in the employee's personnel file. Within 10 working days of the receipt of the evaluation (or within 10 working days of the final response by the Director of Human Resources (or designee) if a review is requested) the employee may submit a written response to the evaluation to the Human Resources Office. Thereafter, the evaluation (with written response attached if submitted) shall be placed in the employee's personnel file.