



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 20

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: February 20, 2001

SUBJECT: Performance Management Materials and Agency Plan Update

Performance Management materials updating the Human Resource Management Manual are attached. These documents replace or supplement chapters and appendices that have already been distributed. The transition to the new performance process begins April 1, 2001, the effective date of the new Policy 1.40, Performance Planning and Evaluation. (Policies 1.40, Performance Planning and Evaluation, and 1.45, Probationary Period, were transmitted earlier through the normal policy distribution process.) Transition includes a Plan for Performance Management, which outlines how agencies will implement the new performance evaluation system.

This Plan for Performance Management will be an amendment to the agency's Salary Administration Plan, and is due to DHRM by May 1, 2001. In amending their Salary Administration Plans, agencies should articulate the process by which employees who have performed extraordinarily or poorly will be addressed during this performance cycle. Policy requires documentation for employees to receive either Extraordinary or Below Contributor ratings, with a documented plan for improvement for employees also required for Below Contributor. Agencies must include in their Performance amendment how this will be documented for employees during this cycle.

Comp Reform Action Bulletin #12 advised agencies to keep current performance plans in effect following October 2000 evaluations if the expectations had not changed materially. If changes had occurred to employees' performance expectations, those changes were to be noted or new planning forms prepared using the form in effect during October 2000.

In evaluating employees for the October 25, 2000 – October 24, 2001 performance cycle, agencies should consider performance during the entire performance cycle as described in earlier correspondence. These evaluations

must be completed using the new policy's three rating levels and the new Employee Work Profile (EWP) or agency-developed form.

If you have any questions about these materials, please contact Pam Hill, Compensation Consultant, at 804-786-4385 or phill@dhrm.state.va.us. If you have questions about the Performance or Probationary Period policies, contact our Policy staff at policy@dhrm.state.va.us or by phone at (804) 225-2210, (804) 225-2730, or (804) 225-2200.

Attachments: Human Resource Management Manual

- Revised Table of Contents
- Chapter 13 – Performance Management (new)
- Appendix A – Agency Salary Administration Plan Guidelines (revised to include Performance Management decision points)
- Appendix E – Employee Work Profile (revised items 3, 9, 10, and 19; transmitted in three files):
 - EWP Form
 - Instructions for Completing the EWP
 - Guidelines for Designing an EWP

FAQs from Performance Management Training
Pocket Guide to Performance Management

Copy: Cabinet Secretaries
Agency Heads