

PERFORMANCE MANAGEMENT FOR CLASSIFIED EMPLOYEES

Performance management links individual performance to the success of the organization. Used effectively, it enables classified employees and their supervisors to work together toward that success. The key is open and honest communications. During the year, supervisors should communicate with employees about their expectations and how well they are achieving them. This process allows supervisors to provide praise as well as suggestions for improving job performance and to reward employees for their work contributions.

CHANGES UNDER CLASSIFIED COMPENSATION REFORM

Employee Work Profile (EWP)

To support Compensation Reform, an Employee Work Profile (EWP) form has been developed. This new form combines elements of the current Position Description and Performance Planning and Evaluation forms. The EWP (or similar agency form) will be used for evaluating employees in 2001. Agencies will have some flexibility in modifying the EWP or using alternative forms to meet their unique management needs.

Developmental Plan

Comp Reform places increased emphasis on employee development. The EWP will include space to indicate developmental goals and to specify steps to achieve these goals.

Employee Self-evaluation

Supervisors must offer each employee the opportunity to complete a self-assessment before the annual evaluation form is completed. Employees are not required to submit self-assessments, but supervisors must consider any submitted self-assessments when assigning performance ratings.

Upward Feedback

Employee feedback on a supervisor's performance is commonly referred to as upward feedback. Initially, employee feedback will be used for developmental purposes to assist supervisors in improving their supervisory and management skills. As agencies gain experience in using upward feedback, the results may be considered in evaluating supervisors.

Acknowledgement of Extraordinary Contribution

This formal notice is given to recognize performance that is exemplary during the performance cycle.

Notice of Improvement Needed/Substandard Performance

This formal notice is given to document, and attempt to correct, performance that is substandard during the performance cycle.

Career Paths

These paths will be incorporated into the Career Group Descriptions. They will identify career progression and describe the skills and abilities required to move within a Role, to move to another Role, and/or to move to a different Career Group or Occupational Family.

First-year Performance Evaluations

Evaluations in 2001 will consider performance throughout the entire performance year (October 25, 2000 – October 24, 2001). The new EWP will be used for the evaluations in the fall of 2001.

PERFORMANCE RATINGS

Contributor

An employee earns this rating by meeting the job functions and fully meeting performance measures for his or her job. Most employees will fall into this category.

Extraordinary Contributor

An employee earns this rating for results or work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably and consistently well above performance measures. The employee must have received at least one documented "Acknowledgment of Extraordinary Contribution" form during the evaluation period to receive an Extraordinary Contributor rating. However, receipt of this form does not mean that an employee automatically will receive this overall performance rating.

Below Contributor

This rating describes results or work that fails to meet the performance measures. To receive this rating, an employee must have received at least one documented "Notice of Improvement Needed/Substandard Performance" form within the performance cycle. However, receipt of this form does not mean that an employee automatically will receive this overall performance rating.

PROBATIONARY POLICY CHANGES

The revised Probationary Policy affects all newly hired classified employees with employment dates beginning September 25, 2000 or later.

- The normal probationary period increases to 12 months.
 - ▶ With Reviewer approval, a supervisor may extend an employee's probationary period an additional 6 months (not to exceed a total of 18 months) for performance reasons.
 - ▶ If an employee transfers in the last six months of probation, the new supervisor can extend the probation by another 6 months (up to 18 months total).
- After 6 months, the supervisor should complete a Probationary Progress Review form and meet with the new employee to discuss his or her progress. Similar meetings throughout the probationary period also are encouraged.

2001 TIMELINE

January – March 2001 Provide training on the Performance Management Process and Employee Work Profile (EWP)

April 2001 Begin transition to the new Performance Management Process including implementing the Employee Work Profile (EWP)

August 16, 2001 – October 24, 2001 Conduct 2000-2001 Performance Evaluations

For more information, contact your agency Human Resource office.

