

SECTION: PERSONNEL

SUBJECT: Performance Evaluation of Employees

Background All Professional and Classified Staff must receive an annual performance evaluation.

Point of Contact: Human Resource Services

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: N/A

Date of approval by LCSC authority: October 17, 2014

Date of State Board Approval: N/A

Date of Most Recent Review: 10/2014

Summary of Major Changes incorporated in this revision to the policy: Updated hyperlinks to SBOE and DHR Rules. Added additional comments from updated DHR Rules.

SUBJECT: PERFORMANCE EVALUATION OF EMPLOYEES

Purpose: Performance evaluations are the responsibility of every manager and an entitlement to every employee. The purpose of employee performance evaluations is to measure progress toward previously established goals and objectives. It is a formal opportunity to recognize accomplishments, identify performance problems and how to correct them, and to set goals for the future. Evaluations justify decisions made regarding promotions, discipline, terminations and rewards.

1. Directors and supervisors are required to conduct performance evaluations for all professional and classified staff annually. If performance becomes a concern, interim evaluations may be conducted.
2. Per [DHR Rule 210](#), classified employees must be evaluated for their performance during probationary periods for appointments and promotions and for every two thousand and eighty (2,080) hours of credited state service thereafter (generally on an annual basis). Employees who are on probation will be evaluated for their performance after 1040 hours of credited state service from the date of initial appointment or promotion and after each two thousand eighty (2080) hours of credited state service thereafter. (Ref. Section 67-5309C(h) and (j), Idaho Code). Upon written request demonstrating good cause, the administrator may extend the probationary period of an employee for an additional specified period not to exceed one thousand forty (1,040) hours of credited state service. Extension must occur before an employee has worked one thousand forty (1,040) hours. Part-time employees must be evaluated on an annual basis.

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3. All professional staff employees must be evaluated annually. Any written recommendations that result from a performance evaluation must be signed by the appropriate supervisor, a copy provided to the employee and a copy placed in the personnel file of the employee ([SBOE Section II, Subsection F \(4\)](#)).
4. Supervisors will be electronically notified approximately 30 days before the employee evaluation is due.
5. Performance evaluations should be used in connection with promotions, transfers, demotions, retentions, separations, and reassignments (Ref. Section 67-5309(h), Idaho Code); and used as the affirmative certification for merit increases, bonuses, and salary equity increases.
6. The evaluation forms are available on the [Human Resource Services web site](#) and should be completed by the supervisor, discussed with the employee and reviewed by the second level supervisor. The evaluation will then be sent to Human Resource Services and placed in the employee's personnel file.
7. If an employee does not agree with the evaluation and does not want to file a formal appeal through the appropriate grievance procedure, the employee may prepare an addendum. The addendum will be attached to the evaluation and placed in the employee's personnel file.