

SECTION: PERSONNEL

SUBJECT: Performance Evaluation of Employees

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

Point of Contact: HRS

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

Date of approval by LCSC authority 12-14-09

Date of State Board Approval N/A

Date of Most Recent Review: 12/09

Summary of Major Changes incorporated in this revision to the policy: Added SBOE policy as well as DHR policy information; added link to the Performance Evaluation Training Program for new supervisors.

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. Managers 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.
 - A. The State of Idaho has established a mandatory Performance Evaluation training program for all new supervisors who are responsible for conducting evaluations on subordinates. This was stipulated in Senate Bill 1363. DHR has established an on line training program that supervisors may use to meet this requirement at your own pace and provide for maximum flexibility. This training program can be found at <http://www.ptc.idaho.gov/PerformanceManagement/Introduction.html>. Once the training has been completed, the supervisor will need to request a certificate. A copy of this certificate must be sent to HRS for placement in the personnel file.

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2. Per DHR Rule 210, classified employees will be evaluated 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). Part-time employees must be evaluated on an annual basis.
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. Human Resources will electronically notify the supervisor who will be conducting the review, and copy the employee, approximately 30 days before the evaluation is due.
5. 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.
6. 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.