

HUMAN RESOURCE MANAGEMENT

Performance Evaluation

Policy 7-10

Policy The Department of Children and Families shall ensure that employee performance is evaluated on an ongoing basis by supervisors and that such performance is documented on the performance appraisal form designated for the applicable job classification and in accordance with collective bargaining agreements and state regulations.

Initial Probationary Period Newly-hired employees shall be evaluated prior to the completion of the initial probationary period at the time designated in their collective bargaining agreements or state statute or regulation.

Employees in the initial probationary period who fail to receive a satisfactory rating during the initial probationary period (including any extension of that period) shall not be retained.

Promotional Probationary Period Employees promoted to a higher job classification shall be evaluated prior to completion of the promotional probationary period at the time designated in their collective bargaining agreements or state statute or regulation.

Employees in a promotional probationary period who fail to receive a satisfactory rating prior to the completion of such probationary period shall be handled in accordance with their collective bargaining agreements or state statute or regulation.

Annual Evaluation All employees shall be evaluated annually on the applicable performance appraisal form and at the time designated in their collective bargaining agreements or by state statute or regulation.

Interim Evaluation Evaluations shall be conducted at times other than those indicated above as deemed necessary by management and supported by performance concerns, when not restricted by a collective bargaining agreement.
