

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: January 30, 2020

Date of State Board Approval: N/A

Date of Most Recent Review: 1/2020

Summary of Major Changes incorporated in this revision to the policy: Updated with new evaluation procedures.

SUBJECT: PERFORMANCE EVALUATION OF EMPLOYEES

1. Purpose: The purpose of performance evaluations is to provide an objective evaluation by the immediate supervisor of an employee's performance in comparison with established expectations for the position as noted in the current year job description, and to identify an employee's strengths and weaknesses and where improvement is necessary. All performance evaluations must be discussed with the affective employee who will be allowed an opportunity to submit written comments regarding the evaluation.
 - A. Supervisors are required to conduct performance evaluations for all professional and classified staff annually. If performance becomes a concern, interim evaluations may be conducted.
 - B. Per DHR Rule 210, <https://adminrules.idaho.gov/rules/current/15/150401.pdf>, 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 1,040 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 67-5309 (h) and (j), <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5309/>, 67-5309B(6), <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5309B/>, 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

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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.

- C. 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), <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-nonclassified-employees-ii-f/>).
- D. Supervisors will be electronically notified approximately 60 days before the employee evaluation is due.
- E. Performance evaluations should be used in connection with promotions, transfers, demotions, retentions, separations, and reassignments (Ref. Section 67-5309(h), <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5309/>, Idaho Code); and used as the affirmative certification for merit increases, bonuses, and salary equity increases, and for certifying a probationary employee to permanent status. Other uses of performance evaluations are optional with the appointing authority.
- F. Self-evaluations will be completed by professional and classified staff annually, and downloaded as a pdf or printed to share and discuss with their supervisor.
- G. Online Performance Evaluations will be available to supervisors. Once completed, the evaluation will be shared with the employee and reviewed by the second-level supervisor. The evaluation should be printed, signed, and sent to Human Resource Services to be placed in the employee's personnel file.
- H. 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.