

Guide for Designing an Employee Work Profile (EWP)

It is recommended that agencies use a combination form similar to the sample Employee Work Profile (EWP). This combines elements of the current Position Description form (PD) and Performance Planning and Evaluation form. Agencies may, however, have separate forms as long as the required features are included.

The EWP should be designed to have a page-break just before Part III – Review of Work Description/Performance Plan. This allows Parts I and II (Position Identification Information and Work Description & Performance Plan) to be easily copied and shared with other agencies and DHRM, without sharing personal development planning or performance evaluation information. This page-break might also facilitate agency file organization.

It is recognized that some agencies may want to adopt other formats and may want to keep the PD and Performance Management forms totally separate. Whatever format is used, the following elements are required:

All elements (except #7) in Part I – Position Identification Information

1. Position Number
2. Agency Code & Name; Division/Department Name
3. Work Location Code
4. Occupational Family & Career Group
5. Role Title & Code
6. Pay Band
7. Work Title (optional)
8. SOC Title and Code
9. Level Indicator & Employees Supervised
10. FLSA Status (for exempt/partially exempt positions, include Exemption Test used, if not retained elsewhere)
11. Supervisor's Position Number
12. Supervisor's Role Title & Code
13. EEO Code
14. Effective Date

Part II – A Work Description & Performance Plan is required, however the structure and elements as listed in the prototype (except for “G” in the Special Assignments section) are not required. Information in this section must be sufficient to assign the position to the proper Role, determine FLSA status, and provide a basis for performance evaluation.

Addendum – An **Organizational Chart** is required.

Part III – An Employee Development Plan is required, however the structure and elements as listed in the prototype are not required. The development plan relates

specifically to an employee, and as such is considered a confidential personnel document.

Part IV – Signatures designating **Review of Work Description/Performance Plan** are required of Employee, Supervisor, and Reviewer. The signature section should be on a separate page so to facilitate filing and protection of employee privacy should the position description be shared.

Part V – Employee/Position Identification Information - The following information is required as part of the Performance Evaluation sections.

1. Position Number
2. Agency Name & Code; Division/Department
3. Employee Name
4. Employee ID Number

Part VI – A Performance Evaluation is required, however the structure and elements as listed in the prototype are not required. This is a confidential section.

Part VII – A section addressing **Employee Development Results** is required, however the structure and elements as listed in the prototype is not required. This is a confidential section.

Part VIII – Overall Results Assessment and Rating Earned - is required as listed in the prototype. This is a confidential section.

Part IX – Signatures designating **Review of Performance Evaluation** are required of Employee, Supervisor, and Reviewer. This is a confidential section.

Part X Physical Demands/Cognitive Requirement – Documents essential and marginal job functions of the position for use when responding to requests for modification or accommodation. This information should be maintained as part of the position information and reviewed during the evaluation process. Agencies may design their own form to use with employees.

Optional Sections - Annual Requirements – used to easily gather and track certain agency-specific information. **Confidentiality Statement** – To be completed to identify confidentiality as a critical organizational value and to establish clear consequences if confidentiality is violated. Use only in circumstances where information is protected and does not apply to information that is released according to agency procedures.

Performance Management – Notice of Improvement Needed/Substandard Performance Form - All of the elements listed are required, however the format can differ by agency. This is a confidential form.

Performance Management – Acknowledgment of Extraordinary Contribution Form - All of the elements listed are required, however the format can differ by agency. This is a confidential section.